



# Summer 2010 North Carolina State Government Internship Program



Application Deadline  
January 20, 2010  
(Postmarked)



**Submit application materials to:**  
North Carolina Internship Program  
Youth Advocacy and Involvement Office  
1319 Mail Service Center  
Raleigh, N.C. 27699-1319  
Telephone: (919) 807-4400

**State of North Carolina**  
Beverly Eaves Perdue, Governor

**North Carolina Department of Administration**  
Britt Cobb, Secretary  
W. Kevin McLaughlin, Jr., Chief Operating Officer/General Counsel  
June W. Michaux, Deputy Secretary

**Youth Advocacy and Involvement Office**  
Al Deitch, Executive Director  
Stephanie Nantz, Assistant Director  
Lisa Flint-Morris, Internship Coordinator

[www.ncyaio.com](http://www.ncyaio.com)

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# North Carolina State Government Internship Program

## Introduction

Created in 1969, the North Carolina State Government Internship Program provides students with professional work experience that creates a bridge between their classroom experiences and possible career choices. The Youth Advocacy and Involvement Office (YAIO), an advocacy agency within the North Carolina Department of Administration, coordinates the program.

The summer program offers interns an \$8.25 hourly wage for a 10-week working period. Students work 40 hours per week and participate in meetings, tours and other activities designed to broaden their perspective of public service and state government. There are up to 65 internship positions available during the summer at various state agencies located throughout North Carolina and one in Washington, D.C. Prospective internship projects, as well as interns, are screened and selected by the North Carolina Internship Council.

Interns are encouraged to seek academic credit for the internship, but the student is responsible for arranging such credit and should determine the specific procedure at her/his academic institution.

The Internship Council reminds all applicants that the intent of the Internship Program is to provide a variety of opportunities for students to learn about public service professions. The program is not designed to compete financially with private industry.

## Eligibility Requirements

- ◆ An applicant must be a permanent North Carolina resident attending a college, university, law school, community college or technical institute in North Carolina or a North Carolina resident attending an equivalent institution out of state. \*
- ◆ Applicants must carry a 2.5 or greater overall grade point average on a 4.0 scale.
- ◆ Applicants must have graduated from high school and subsequently completed their sophomore year of college before beginning the internship. Community college students must be completing at least their first year before beginning the internship.
- ◆ Applicants must be continuing their education in the fall following their participation in the program.
- ◆ To qualify for a law internship, applicants must have completed at least one year of law school before the beginning of the internship, unless other majors are listed.
- ◆ Students having previously held paid college-level internships with the Youth Advocacy and Involvement Office or with the General Assembly are not eligible to apply.
- ◆ Applicants must be willing and able to work full time for the entire 10-week internship. Please note that the State employs only individuals who can provide proof of identity and work authorization within three working days of employment.

*\* Factors considered when determining North Carolina residency include but are not limited to tuition/grant status, length of residency, permanent address/phone, and/or state issuing driver's license/ID.*

**Students having limited career-related experience are strongly encouraged to apply since the program is designed to offer career development opportunities to deserving individuals.**

## Application Process

**Please review the following application instructions carefully.** Applications that do not meet the stated requirements will not be considered. If you have questions or need assistance, you may contact the Internship Coordinator at (919) 807-4400.

An application form can be downloaded from: [www.ncyaio.com](http://www.ncyaio.com). Applications *must* be completed and postmarked by the deadline of January 20, 2010. **Late applications will not be considered.**

Applicants may apply for up to five internship projects. To select a project(s), applicants must review the position descriptions listed on pages 11-40. To apply, applicants must submit the following materials.

### Required Application Materials:

- ◆ North Carolina State Government Internship **application form**.
- ◆ **Cover letter** outlining the reasons you are interested in each project for which you apply. Address cover letters to the N.C. Internship Council. Your cover letter must include a **bulleted list of projects** for which you are applying, including project numbers and titles.
- ◆ Professional **resume**.
- ◆ **One copy of transcripts for all post-secondary grades.** An unofficial student copy, obtained from your school's website or registrar, is acceptable. Transcripts must verify overall GPA. Graduate and law students should submit an official schedule/course list if grades are not available. Law students should include their class rank when possible. If you have attended more than one college/university, include a transcript for each; graduate/law students should include undergraduate transcripts.
- ◆ Brief **legal writing sample (Law students only)**. Limit sample to two pages. Include a copy for each law project to which you apply.
- ◆ In addition to the original application, an **additional individual application form, cover letter and resume is required for each project to which you apply**. For example, if you are applying for five projects, you will need an original application, transcripts, resume and cover letter, plus five additional sets of an application, resume and cover letter, totaling six sets of materials. Thus, you should always submit one more application form, resume and cover letter than the total number of projects for which you apply. The original application is reviewed by the Internship Council and remains in your application file; additional application sets are sent to each project's supervisor for review. You may tailor each cover letter to the individual project if desired.

**Mailed paper application materials are required.** Emailed applications will not be accepted. All applications must be postmarked by January 20, 2010. Applications postmarked after this date will not be considered; no exceptions.

### Submit all application materials by mail (in one envelope) to:

N.C. State Government Internship Program, Youth Advocacy and Involvement Office  
1319 Mail Service Center, Raleigh, N.C. 27699-1319

## Selection Process

The State Government Internship Program is historically quite competitive. The North Carolina Internship Council screens all eligible applications and selects students for interviews with project supervisors. All interviews are conducted by phone. Interviews will begin on Friday, February 12, 2010, and conclude on Tuesday, February 23, 2010. After interviews, applicants and supervisors submit a preference form, ranking their preferred projects/applicants. The Internship Council and the YAIO make the final match for projects based on student and supervisor preferences, student demand for a project, departmental and geographical distribution of projects and other relevant factors.

State government policy prohibits discrimination based on race, sex, color, creed, national origin, age or disability. If you require accommodations in accordance with the Americans with Disabilities Act, contact the Internship Coordinator at (919) 807-4400.

Please be advised that placement in an internship will be contingent upon completing required employment eligibility forms and, if applicable, satisfactorily completing additional screening procedures required by the Department in which you will be working.

## Important Guidelines

1. Take special care in the preparation of your application material:
  - All application materials must be typed. Handwritten applications will not be accepted.
  - Observe deadlines for submission of application materials; late applications will not be considered.
  - Your cover letter should be a persuasive document with specific reasons for your desire to participate in each of the projects for which you apply.
  - You are filing an application for a full-time summer job in state government. Your signature signifies that all statements in the application are true and complete to the best of your knowledge.
2. Carefully observe the eligibility requirements listed in this booklet. The Internship Council will not review your application if it fails to meet the stated requirements.
3. If you are selected for a telephone interview(s), be prepared to communicate effectively about yourself, your coursework and your interest in the internship position(s) for which you applied. Keep a copy of your application and review it before the interview(s).

## Important Dates

January 20, 2010 (postmarked)	Application Deadline
February 5, 2010	Internship Council Screens Applications
February 12-23, 2010	Interviews with Project Supervisors
March 5, 2010	Email Notification of Internship Placement
May 24, 2010	Orientation and First Day of Work
May 24 – July 30, 2010	Internship Program
Mid-July 2010	Intern Reception at the Executive Mansion

## **Personnel and Payroll Policies**

For state government payroll purposes, all interns are classified as temporary state employees. Some important policies affecting interns are:

- ◆ As temporary employees, interns are not paid for time taken off. Interns cannot earn sick leave or vacation leave and are not paid for state holidays.
- ◆ Interns are paid \$8.25 per hour and work 40 hours per week for a 10-week period. Interns should be prepared to work full-time from May 24 through July 30, 2010, with May 31 and July 4 being the holidays taken during that time period.
- ◆ All interns will work *three weeks* before receiving their first paycheck.
- ◆ Interns are not eligible to receive medical insurance, but as temporary employees interns are covered by workers' compensation.
- ◆ Interns are not eligible to draw unemployment compensation claims from their summer wages.

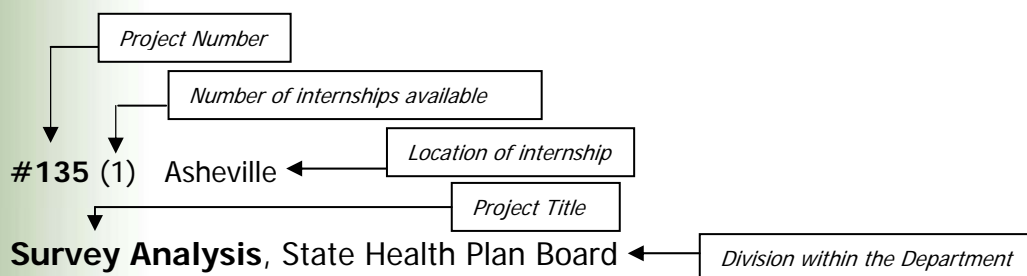
## **Housing and Transportation**

Interns are responsible for arranging and securing housing for the internship period. A limited number of internship projects provide on-site housing; this information will be listed with the project description. The Youth Advocacy and Involvement Office will act as a referral resource for interns in need of housing, but staff will not be involved in tenant-landlord relationships. Interns are responsible for securing transportation to and from their work site.

## How to Use This Synopsis

The projects described in this booklet are grouped according to state government departments. The projects are numbered consecutively. Students may apply for up to five internship projects. Each project number and title must be included on the original internship application form.

A sample internship project description is shown below:



**Major(s):** Statistics, Economics

**Project Objective:** The objective of the project is to research information related to the successful development, administration, and analysis of a Consumer Satisfaction Survey for employers/employees in the small business community as it relates to health care (insurance products).

**Major Tasks:** The major tasks to be performed include, but are not limited to, conducting telephone and personal inquiries of benefit managers of corporations, analyzing various research methodologies, performing subject/topic searches, gathering empirical data, analyzing requests for qualification statements that other states may have performed and other research-related functions.

**Final Product or Outcome:** The final product should be a well-documented written report that will allow this agency to begin assessing the need for additional personnel or the contracting out of the Consumer Satisfaction Survey function which is a statutory requirement of this agency.

**Very important:** All applicants should keep a copy of their application materials and the descriptions of the projects for which they apply.



## Internship Project Index by Majors

Internships are indexed by project number to enable you to locate projects requesting a specific major(s). If you have course work in an area outside your major and feel that you are qualified to apply for a project, please do so and indicate your qualifications in your application and cover letter.

Major	Project Number(s)
Adult Education	57, 102
Accounting	28, 115, 116, 117, 118, 119, 127
Advertising	7, 10
African-American Studies	36, 44
Agriculture	9, 82, 84
American History	35, 36, 41, 42, 44, 91
Animal Science	48, 69, 82, 106
Anthropology	34, 36, 40, 41, 89
Archaeology	34
Architecture	11, 26, 33, 99
Art/Design/Fine Arts	14, 27, 81, 99, 100, 101
Biochemistry	67
Biology	8, 9, 48, 49, 50, 51, 53, 61, 62, 64, 65, 66, 67, 68, 69, 70, 71, 72, 74, 75, 76, 77, 78, 79, 80, 83, 85, 86, 88, 89, 103, 114
Botany	32, 51, 68, 70, 78, 79, 85, 87
Business Administration/ Business Management	13, 15, 16, 29, 30, 31, 63, 82, 94, 97, 115, 116, 117, 118, 119, 121, 126, 127
Chemistry	65, 67, 83, 103
Civil Engineering	82, 83, 84, 125
Communications	6, 7, 10, 18, 27, 37, 39, 40, 41, 68, 70, 74, 94, 96, 97, 98, 107, 121, 122, 123, 124
Computer Science/Programming	41, 47, 59, 110
Conservation Biology	68, 86
Counseling/Human Development	6, 102
Criminal Justice	5, 19, 20, 21, 22, 23, 24, 29, 30, 31, 94, 111, 112, 115, 116, 117, 118, 119
Design	11, 14, 99
Distance Learning/Education	57, 71
Drama/Theatre	101
Early Childhood Education	66
Earth Sciences	57, 70, 77, 84
Ecology	9, 32, 48, 50, 53, 61,

Ecology (cont'd)	62, 64, 65, 67, 76, 78, 80, 85, 89, 94
Economics	15, 63, 82, 92, 127
Education	33, 35, 39, 43, 45, 52, 53, 55, 56, 57, 66, 68, 71, 73, 100, 101, 102, 104, 106, 107, 114
Engineering	46, 47, 82, 83, 84, 85, 99, 110, 125, 126
English	4, 17, 18, 19, 27, 37, 92, 97, 98, 100, 122, 123, 124
Entomology	8, 65, 78
Environmental Education	48, 52, 54, 55, 56, 57, 68, 71, 73, 75, 86, 88
Environmental Science/Studies/Engineering	32, 46, 47, 48, 49, 51, 54, 57, 60, 61, 64, 71, 72, 73, 75, 77, 82, 83, 87
Equestrian Science	106
Fisheries	61, 62, 64, 77, 78, 86, 87, 88
Forestry	8, 76, 77, 82, 85
Genetics	67
Geographic Information Systems	26, 34, 58, 59, 77, 79, 84
Geography	34, 57, 58, 70, 76, 77, 84
Geology	57, 60, 70, 77, 79, 83
Geriatrics	100, 102
Government	1, 5, 91, 94, 97
Graphic Design/Arts	14, 27, 35, 37, 81
Health/Health Education	100, 102
Historic Preservation	33
History	17, 25, 27, 33, 34, 35, 36, 37, 38, 39, 40, 41, 43, 44, 45, 91, 93, 98, 100
Horticulture	32, 51, 68, 87
Hospitality/Tourism	16, 43
Human Resources	29, 31, 97, 121
Human Services	3, 4, 20, 21, 22, 23, 101, 102, 104, 107, 112
Humanities	94, 97
Industrial/Organizational Psychology	29, 126
Information Technology	63, 100, 110

International Business	25
International Studies/Affairs	13, 25
Journalism	4, 10, 18, 27, 40, 93, 96, 97, 104, 122, 124
Landscape Architecture/Design	11, 26, 32, 51, 79, 87, 99
Law	1, 12, 17, 24, 92, 93, 95, 108, 109, 113, 120
Law Enforcement/Police Science	20, 111
Liberal Arts	30, 104
Library Sciences	34, 35, 41, 42
Marine Biology/Science	48, 49, 50, 51, 53, 54, 61, 62, 64, 70, 75, 80
Maritime History/Studies	38, 42, 43, 44
Marketing	6, 7, 10, 16, 18, 25, 37, 55, 63, 81, 121, 123
Mathematics	40, 127
Military History	27, 44
Military Science	25
Museum Studies	33, 39, 40, 43, 44, 45, 66, 68
Natural Resources Management	52, 54, 55, 56, 58, 64, 68, 72, 75, 76, 79, 80, 82, 85, 87
Natural Sciences	43, 46, 47, 50, 51, 54, 57, 65, 66, 68, 69, 72, 73, 74, 76, 77, 83, 85, 86
Nursing	105
Nutrition	105
Oceanography	49, 53, 64
Parks & Recreation	48, 52, 54, 57, 68, 72, 73, 74, 75, 76, 77, 78, 79, 86, 87, 88, 99
Pharmacy/Pre-Pharmacy	102, 103, 105
Philosophy	17
Photography	27, 41
Physical Sciences	53
Physical/Occupational Therapy	106
Physics	83
Planning, City/Urban/Regional	15, 26, 76

Political Science	1, 2, 3, 5, 16, 17, 24, 25, 30, 31, 41, 55, 91, 92, 93, 94, 96, 97, 98, 120, 124
Pre-Law	3, 5, 6, 17, 30, 91, 93, 98, 120
Pre-Med	30, 102, 103, 105, 106, 114
Pre-Vet	69, 89, 90, 106
Psychology	17, 19, 21, 22, 23, 89, 99, 100, 101, 102, 104, 106, 112
Public Administration/Public Policy	1, 13, 15, 24, 27, 30, 55, 82, 92, 93, 94, 96, 97, 98, 120, 126
Public Health	2, 97, 102, 114
Public History	39, 40, 41, 42, 44, 45
Public Relations	7, 10, 18, 25, 27, 81, 93, 104, 122, 123, 124
Recreation/Recreation Mgmt	43, 99, 101, 102, 104
Religion	99
Science Education	53, 55, 56, 57, 68, 70, 71, 86, 88
Social Work	2, 3, 4, 6, 19, 102, 104, 112
Sociology	19, 20, 21, 22, 41, 100, 102, 104, 107, 111, 112
Spanish	114
Special Education	101, 104
Statistics/Research/Testing	23, 29, 31, 40, 111, 127
Textiles	13
Veterinary Technician	89, 90
Visual Art/Communications	14, 81
Web Development/Design	59, 110
Weed Science/Management	9
Wildlife/Wildlife Biology	8, 61, 66, 67, 69, 71, 72, 77, 78, 86, 87, 88
Women's Studies	4, 71
Zoology	8, 61, 62, 64, 67, 68, 69, 70, 71, 78, 86, 88, 89

## Internship Project Index by Location

Location	Project Number(s)
Asheboro	89, 90
Asheville	11
Beaufort	42, 43, 53
Black Mountain	99, 100, 101, 102, 103
Butner	104
Charlotte	115
Concord	112
Connelly Springs	72
Durham	39
Edenton	40
Elizabeth City	44, 61
Fayetteville	116
Greensboro	117
Greenville	33
Halifax	36
Hickory	118
Jefferson	73, 74
Kinston	105
Kure Beach	48, 49, 75
Lillington	20
Louisburg	6
Lumberton	9
Manteo	37, 50, 62
Maury	21
Morehead City	63
Morganton	106, 107
New Bern	32
Pine Knoll Shores	51, 52
Pisgah Forest	86
Raleigh	1, 2, 3, 4, 5, 8, 10, 12, 13, 14, 15, 16, 17, 18, 19, 24, 25, 26, 27, 28, 29, 30, 31, 34, 35, 41, 45, 46, 47, 55, 56, 57, 58, 59, 65, 66, 67, 68, 69, 70, 71, 76, 77, 78, 79, 81, 82, 83, 84, 87, 88, 91, 92, 94, 95, 96, 97, 98, 108, 109, 110, 113, 114, 120, 121, 122, 123, 124, 125, 126, 127
Rocky Mount	22
Salemburg	111
Sanford	38
Swannanoa	60
Swansboro	80
Vanceboro	23
Washington, N.C.	85
Whiteville	7
Wilmington	54, 64, 119
Washington, D.C.	93

# Internship Projects by Department

## DEPARTMENT OF ADMINISTRATION

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### #1 (1) Raleigh

**Civil Rights Legal Research**, Human Relations Commission

**Major(s):** *Law, Government, Political Science, Public Policy*

**Project Objective:** To assist the Agency Counsel with legal research on civil rights and fair housing issues. To gather data on civil rights topics, assist with litigation and coordinate with judicial officials and attorneys.

**Major Tasks:** Legal research; write memoranda analyzing legal issues; gather and summarize data; organize files and exhibits for trial; interview witnesses.

**Final Product or Outcome:** Memoranda regarding issues in civil rights law, particularly fair housing; studies of civil rights-related statistics; assistance with and attendance at trial and other litigation events.

### #2 (1) Raleigh

**American Indian Health Report**, Commission of Indian Affairs

**Major(s):** *Political Science, Public Health, Social Work or related majors*

**Project Objective:** To gather information on the current status of American Indian health in rural communities by identifying key communities, stakeholders and individuals willing to share knowledge and experience on obtaining health care services; identifying health care providers and services available; and examining the impact of health care reform and the mechanism through which American Indians receive health care.

**Major Tasks:** Assist the Commission staff to identify American Indian communities to be included in the health study. Review current health care services provided in rural American Indian communities by identifying health care providers and facilities available to offer treatment. Review health statistics and identify major health issues. Conduct interviews within target communities to determine level of access to and use of health care options. Write a report on the current state of American Indian health care within target communities. Correlate American Indian health statistics with the general population of the state and develop recommendations for addressing pressing health needs.

**Final Product or Outcome:** A report, written and submitted to the Commission, will provide a snapshot of the current health conditions of American Indians within target communities and include recommendations for addressing issues where improvement is needed. The Commission will use the report to develop legislative policy recommendations, identify funding to address issues, and work with health care providers to improve

the health and well-being of American Indians in the state.

### #3 (1) Raleigh

**Foster Care and Adoption Task Force**, Commission of Indian Affairs

**Major(s):** *Political Science, Pre-Law, Social Work or related majors*

**Project Objective:** To address issues associated with the placement of American Indian children into foster or adoptive care in North Carolina. To develop a guide for American Indian parents, tribes and organizations, to address foster and adoptive care issues, when seeking to adopt American Indian children or the placement of American Indian children into foster/adoptive care.

**Major Tasks:** Work with the Foster Care and Adoption Task Force to assist in the development of a N.C. Indian Child Welfare Manual for use by state recognized Tribes and Indian organizations; perform research and produce a database that portrays the number of American Indians placed into foster or adoptive care over the preceding 3-5 state fiscal years; determine the problems, issues and concerns that American Indians face when they desire to adopt an American Indian child; determine what is needed to increase the number of foster and adoptive care American Indian parents in the State of North Carolina; and to comprise a working database of resources available for American Indians, tribal leaders, individuals and families who are interested in participating in foster care or adoption care.

**Final Product or Outcome:** Develop an analysis and report of findings associated with status of foster and adoptive care in North Carolina as it relates to the number of foster and adoptive care parents in the state over the past three years.

### #4 (1) Raleigh

**Displaced Homemaker Manual**, Council for Women/Domestic Violence Commission

**Major(s):** *English, Human Services, Journalism, Social Work, Women's Studies*

**Project Objective:** Research, organize and create a Displaced Homemaker Program Manual for use by the 35 Displaced Homemaker (DH) programs throughout North Carolina funded by the N.C. Council for Women/Domestic Violence Commission. The manual will be used as a best practices document and will provide the non-profit programs with the necessary information and required components to serve women and men who are displaced homemakers in North Carolina.

**Major Tasks:** Observe local DH programs and learn about the special needs of this specific population. Identify necessary information, forms, etc to be included



and write a manual to share with our funded programs. The manual will be posted on the Council for Women/Domestic Violence Commission website for public access.

**Final Product or Outcome:** The intern will learn the unique needs of a Displaced Homemaker and produce a manual that will assist DH programs in fulfilling their mission to meet their clients' financial, educational, vocational needs and/or life skills.

## **ADMINISTRATIVE OFFICE OF THE COURTS**

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### **#5 (1) Raleigh**

**Legislative Intern,** Conference of Clerks of Superior Court

**Major(s):** *Criminal Justice, Government, Political Science, Pre-Law*

**Project Objective:** To develop a tracking system for all General Assembly bills that pertains to the Clerks of Superior Court of North Carolina. The internship will also provide insight in the North Carolina's legislative process.

**Major Tasks:** Create/develop a continuous Bill Tracking System. Conduct any necessary research on bills and provide a thorough analysis. Provide administrative support to the Executive Director (i.e. attend Legislative committee meetings, keep meeting notes, etc). Field all legislative requests and questions from Clerks of Superior Court, Legislators and the general public. Create and produce a weekly Legislative Update to be distributed to all Elected Clerks of Superior Court.

**Final Product or Outcome:** Develop an adequate Bill Tracking System. Intern will develop a portfolio of Legislative Updates.

### **#6 (1) Louisburg**

**Assuring Children Have a Voice in Court,** Guardian ad Litem

**Major(s):** *Communications, Counseling, Marketing, Pre-law, Social Work*

**Project Objective:** Recruit and train Guardian ad Litem (GAL) volunteers who are sworn advocates to protect and promote the best interests of abused and neglected juveniles in court. The intern will assist district staff with recruiting and training volunteers; develop a sustainable volunteer recruitment plan for 2010-2011; and become a GAL, conduct child visits, prepare reports and attend court to ensure that the needs of youth are met.

**Major Tasks:** Recruiting volunteers, increasing public awareness, case management/monitoring, publicity activities, event promotion and related office duties. Intern will attend and observe District Court with District Administrator and/or Program Supervisor.

**Final Product or Outcome:** Increase district's volunteer case coverage through duration of internship and create a sustainable recruitment plan the GAL program can use throughout 2010-2011. Experience gained in volunteer management, child advocacy, child abuse and neglect

court procedures, assisting in obtaining positive outcomes for youth and families in juvenile court, developing well-trained GAL to write concise, youth-focused court reports, and provide appropriate child advocacy in court.

### **#7 (1) Whiteville**

**Rural Recruitment and Marketing Pilot Program,** Guardian ad Litem

**Major(s):** *Advertising, Communications, Marketing, Public Relations*

**Project Objective:** To assist with efforts to increase the public's knowledge of the Guardian ad Litem Program in Bladen and Columbus counties. To assist with the recruitment of volunteer Guardians ad Litem who will represent and advocate for the best interests of abused and neglected children in the state court system.

**Major Tasks:** To create and execute a public relations campaign for the local program and innovative volunteer recruitment techniques. To shadow program staff, as time permits, in advocating for the best interests of abuse and/or neglected children in the state court system.

**Final Product or Outcome:** Increase in the public's knowledge of the Guardian ad Litem program in Bladen and Columbus counties as evidenced by an increase in community support, understanding and appreciation; the number of volunteers; and knowledge of child advocacy as well as abuse and neglect issues related to the court system.

## **AGRICULTURE AND CONSUMER SERVICES**

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### **#8 (1) Cary**

**Investigating the Solitary, Stingless Wasp as a Biosurveillance Tool,** Plant Industry

**Major(s):** *Biology, Entomology, Forestry, Wildlife, Zoology*

**Project Objective:** The purpose of this project is to gather information that will assist in developing the solitary, stingless wasp *Cerceris fumipennis* as a biosurveillance tool for detecting actual or potential forest pests in the Raleigh area. See <http://www.cerceris.info/> for background on the project.

**Major Tasks:** The intern will make collections of the beetle prey that foraging *Cerceris* females bring back to the nest; make observations and notations of wasp behavior in the field; make nest excavations to determine developmental stages of wasp larvae; periodically collect adult females to determine age and reproductive status in the laboratory; provide assistance in developing and testing methods of moving nests to areas that are at high risk of invasive beetles; and perform data entry and analysis.

**Final Product or Outcome:** The final product will include a list of the beetle species currently used by the wasp in this part of the state; a basic understanding of the wasp's life history in the Raleigh area; and a workable technique for moving wasp nests.

**#9 (1) Lumberton**

**Noxious Weed Survey and Treatment with Focus on Itchgrass, Plant Industry**

**Major(s):** *Agriculture, Biology, Ecology/Plant Ecology, Weed Science/Management*

**Project Objective:** The intern will verify the boundaries for a newly detected infestation of itchgrass, a Federal Noxious Weed, thought to be infesting portions of Robeson County. The intern will also assist with implementation of treatments to eradicate this serious weed pest.

**Major Tasks:** The intern will be responsible for surveying farms and roadsides in Robeson County known to have itchgrass and determine the current boundary of the infestation. The intern will assist with application of treatments, including application of herbicides and roguing to control or eradicate the weed.

**Final Product or Outcome:** The intern will assist in documenting the extent of the itchgrass infestation through mapping. Additionally, landowners will be identified and treatments will lead to eventual eradication. Eradication of itchgrass will prevent further spread in North Carolina and assist in maintaining the agricultural productivity of itchgrass infested land.

**#10 (1) Raleigh**

**State Fair Public Relations Intern: Social Networking and Grass-Roots Marketing, State Fair**

**Major(s):** *Advertising, Communications, Journalism, Marketing, Public Relations*

**Project Objective:** Promote the N.C. State Fair, one of the largest events in the state drawing nearly 800,000 annually, through a number of media, including social networking sites, high school publications and media outlets. Produce news releases, speaking points and other promotional materials, and coordinate the purchase of advertising in high school newspapers, sports programs and other school-related outlets. Grow and populate the Fair's existing social networking sites through blog posts, online research and outreach.

**Major Tasks:** Intern will expand and improve social networking efforts for the State Fair; oversee the production of the Newspapers in Education State Fair supplement, including producing copy for the publication, coordinating the design concept with a production team and being a liaison between the State Fair and the News & Observer; budget and create a grassroots advertising campaign focused on high school students; write press releases and speeches; organize events; and assist with other activities associated with State Fair preparations and promotions.

**Final Product or Outcome:** The internship is an excellent opportunity for a student to create real-world portfolio pieces and gain hands-on experience as part of a public relations team. The intern will be involved in all aspects of promoting a large-scale event and will

participate in planning meetings with Fair management, an advertising agency and public affairs office.

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**COMMERCE**

**#11 (1) Asheville**

**Downtown Design Assistance, Community Assistance**

**Major(s):** *Architecture, Landscape Architecture, Design and related majors with design experience*

**Project Objective:** Provide downtown design assistance to small communities with limited resources in Western North Carolina. Assistance will include preparing streetscapes, sketches of building facades, and/or other designs or plans to guide physical improvements, revitalization efforts and/or beautification projects in downtown areas.

**Major Tasks:** The intern will work with downtown design committees, municipal officials, and others to develop and prepare sketches of streetscapes, building facades, public spaces, and/or other plans. The intern will be directly involved in design planning sessions and/or charrettes with downtown representatives. The intern will assemble information, determine project goals and prepare designs to address community needs, while working with available resources and within budgetary constraints, established timeframes, etc.

**Final Product or Outcome:** Sketches of streetscapes, building facades, public plazas and courtyards, parks, greenways, creekwalks, other public recreational spaces, and/or other plans to guide the planning process for physical improvements, revitalization efforts and/or beautification projects in downtown areas of small communities.

**#12 (1) Raleigh**

**Law Intern, N.C. Industrial Commission**

**Major(s):** *Law*

**Project Objective:** Assist in research and writing of memoranda for Commissioners of the N.C. Industrial Commission for use in resolving and deciding workers' compensation cases and state tort claims pending appeal before the Commission.

**Major Tasks:** Read and comprehend appellate briefs, depositions, applicable case law and statutes, and case records. Research appropriate legal arguments and issues. Discuss cases with Commissioners and staff attorneys. Prepare summaries of medical depositions, and cases scheduled for argument. Attend hearings before the Commission. Assist in the preparation and drafting of orders and final opinions and awards. Perform special projects including the research of recent trends in case law, and evaluation of agency programs and processes.

**Final Product or Outcome:** Drafts of orders and final opinions and awards; summaries of medical depositions.

### #13 (1) Raleigh

#### **Business Development Assistant**, International Trade

**Major(s):** *Business, International Affairs/Studies, Public Administration, Textiles/Apparel*

**Project Objective:** To immerse the intern into an international business development culture through an industry-specific focus on the textile and apparel industries. The intern will assist with programs throughout Commerce in order to retain, recruit, and grow businesses. The intern will learn how the International Trade Division assists North Carolina companies to complete and expand the international markets and will be exposed to other forms of economic development in the state related to textiles.

**Major Tasks:** The intern will assist the N.C. Textile Team's projects such as client assistance and site visits, company and industry research, business meetings, and trade shows. The intern will work closely with Commerce personnel and the industry in order to increase the opportunities for industry growth in the state through business retention, recruitment, and business development.

**Final Product or Outcome:** The intern will assist in a variety of efforts to recruit, retain, and grow businesses in the state.

### #14 (1) Raleigh

#### **Graphic Design Intern**, Marketing

**Major(s):** *Art/Design, Commercial Art, Graphic Design, Visual Art, Visual Communications*

**Project Objective:** To work with the graphics team to produce marketing and promotional materials for the N.C. Department of Commerce. Projects include N.C. Film Office promotional materials, Travel and Tourism events, BIO 2010 International Biotechnology Exhibition (Chicago), the N.C. Main Street conference, trade shows and consultant events. The intern will design and create materials such as trade show booths, banners, signs, brochures, invitations, publications and logos.

**Major Tasks:** Intern will be involved at all levels of project design, including client meetings, layout, design, file set up and production.

**Final Product or Outcome:** Collateral pieces related to each project, such as brochures, signage, and other printed materials. The intern will create several professional pieces to include in her/his design portfolio.

### #15 (1) Raleigh

#### **Economic and Policy Intern**, Policy, Research & Strategic Planning

**Major(s):** *Business Management, Economics, Public Administration, Public Policy, Urban/Regional Planning*

**Project Objective:** To assist the Director of Economic Analysis in providing analytical support to other Commerce divisions, Department leadership, the Governor's Office and the General Assembly on economic development related issues and projects.

**Major Tasks:** Conduct economic trends analysis, workforce/occupational analysis, industry cluster analysis and evaluate economic development policy proposals or legislation. Specific tasks could include research and analysis for the Department's monthly publication on North Carolina's economy, drafting policy memos related to specific economic development topics, and researching industry clusters in the state. Additional tasks will be assigned according to the individual strengths and interests of the intern.

**Final Product or Outcome:** Final deliverables include completed/published monthly economic reports, policy memos, legislative analysis memos, and other economic development related reports.

### #16 (1) Raleigh

#### **Tourism Division Intern**, Tourism, Film and Sports Development

**Major(s):** *Business, Hospitality, Marketing, Political Science, Tourism*

**Project Objective:** This project will expose an intern to North Carolina's visitors, who spent \$16.9 billion dollars in the state in 2008. Tourism expenditures supported over 190,500 jobs in North Carolina and generated over \$2.7 billion in state and local taxes in 2008. This internship is an excellent opportunity to learn about the tourism industry in North Carolina by being exposed to the state's various attractions and accommodations and to have an impact on visitor spending by promoting the state.

**Major Tasks:** Assist the Visitor Services Director by responding to consumer requests that arrive at the Division office; assist the Research Director with the 2008 annual visitor profile report to be posted on [nccommerce.com](http://nccommerce.com); assist the Sales and Trade Development Director by updating a database, telemarketing to tour operators and working on a direct mail campaign; assist the Wine and Grape Council's Executive Director with website maintenance, press releases, consumer and grower requests for information, and meeting preparation; assist the Publications Director with the preparation of the weekly, electronic statewide tourism-industry newsletter; assist the Public Relations Director by scanning, uploading and classifying images to NCPix and drafting familiarization tour itineraries; assist the Tourism Development Director by organizing heritage reference materials, creating a heritage tourism trail or a similar project.

**Final Product or Outcome:** The intern will be aware of the role of the Division of Tourism, Film and Sports Development in leading the state's tourism industry and of the various specialties within the tourism field.



## COMMUNITY COLLEGE SYSTEM

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### #17 (1) Raleigh

**Legal Intern**, President's Office

**Major(s):** *English, History, Law, Philosophy, Political Science, Pre-Law, Psychology or related majors*

**Project Objective:** The Legal Affairs Office of the North Carolina Community College System (NCCCS) is responsible for providing legal assistance, advice, and consultation to the State Board of Community Colleges, local community colleges, and other community college stakeholders. To accomplish the goal of providing superior legal assistance to the NCCCS, the Legal Affairs office needs assistance with developing and modifying documents to provide better legal services to the NCCCS and to assist in the more efficient operation of the Legal Affairs Office.

**Major Tasks:** The intern will create a Frequently Asked Legal Questions publication to provide legal assistance to the community colleges; develop a resource manual logging all of the references to community colleges throughout the N.C. General Statutes; and add legal citations to System Office manuals. Additional projects as needed to assist in the operation of the Legal Affairs Office.

**Final Product or Outcome:** The intern will produce a Frequently Asked Legal Questions publication, a manual of all statutes referencing community colleges, and manuals with legal citations included.

### #18 (1) Raleigh

**Marketing and Public Affairs Assistantship**, President's Office

**Major(s):** *Communications, English, Journalism, Marketing or related majors*

**Project Objective:** To aid in increased visibility of the N.C. Community College System (NCCCS) through feature articles/press releases, web design and marketing.

**Major Tasks:** Author various feature articles for submission to regional, state, and national publications. Provide assistance in research related to speaking engagements and interviews. Assist in facilitating media requests. Assist in adding content to NCCCS Public Affairs/External Affairs web pages located on [www.nccommunitycolleges.edu](http://www.nccommunitycolleges.edu).

**Final Product or Outcome:** Several items for inclusion into writing portfolio (articles, press releases, etc.), increased knowledge of media relations/marketing, hands on experience in a fast paced environment that encompasses many aspects of higher education and the state government process.

## CORRECTION

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### #19 (1) Raleigh

**PREA Intern**, Community Corrections

**Major(s):** *Criminal Justice, English, Psychology, Social Work, Sociology or related majors*

**Project Objective:** To assist in the development and implementation of standards for the prevention, detection, response, and monitoring of sexual abuse in Community Corrections.

**Major Tasks:** This will be an effort for N.C. Division of Community Corrections to come into compliance with the new federal Prison Rape Elimination Act (PREA). Tasks could include policy development, employee training, offender education, and/or education for outside vendors. The project could include development of handouts and/or any type of communications needed.

**Final Product or Outcome:** The compliance with all federal PREA standards in the Division of Community Corrections.

### #20 (1) Lillington

**Correctional Case Management Specialist**, Prisons

**Major(s):** *Criminal Justice, Human Services, Law Enforcement, Police Science or related majors*

**Project Objective:** To prepare students with the necessary practical experience to serve as Correctional Case Managers, Counselors, and Treatment Program Managers in the field of corrections. Intern will obtain actual hands-on experience in the areas of case management, inmate classification (with respect to custody and job/placement assignment), and assist incarcerated offenders with involvement in a variety of Life Enrichment Programs (i.e. AA, NA, Education, Vocational, Transition Service, etc).

**Major Tasks:** The intern will be responsible for assisting with the management of various dynamic programs at the institution, such as case management, educational/vocational programs, inmate classification procedures, job/program assignments, and inmate screening. Miscellaneous duties will include correspondence preparation, public relations, special projects/assignments, and inmate transitional planning.

**Final Product or Outcome:** The intern will gain valuable hands-on experience in correctional case management, program services management, and inmate classification services, thus providing functional and useful working skills that are directly related to the intern's field of study.

### #21 (1) Maury

**Correctional Case Manager**, Prisons

**Major(s):** *Criminal Justice, Human Services, Psychology, Sociology*

**Project Objective:** The internship at Eastern Correctional Institution exposes an intern to the important role of programs in a medium custody institution. The intern will become familiar with the interactions between



Program staff and Custody staff to ready inmates for eventual release; will obtain hands-on experience in case management and inmate classification, with respect to custody and job/program assignment; and assist incarcerated offenders with involvement in a variety of Life Enrichment Programs, such as academic/vocational education, recreation, religion, substance abuse programs, volunteer programs, and transition services.

**Major Tasks:** Under the guidance of a supervisor, the intern will conduct case management meetings with incarcerated inmates; monitor the progress and goals of inmates during their incarceration through individual meetings and counseling sessions; learn to conduct reclassification reviews of inmates; learn basic custodial and security procedures through observing certified correctional staff; assist in the management of various dynamic programs at the institution.

**Final Product or Outcome:** The intern will develop a working knowledge of the various components within a prison setting and how they work together to protect society, staff, and other inmates, acquire vast knowledge of inmate behavior and overall transition services of the Department of Correction, and gain an inside view of the process and various programs available to assist the offender for release back into society.

#### **#22 (1) Rocky Mount**

##### **Correctional Case Manager, Prisons**

**Major(s):** *Criminal Justice, Human Services, Psychology or related majors*

**Project Objective:** The intern will be provided hands-on training, working with female offenders in a minimum custody facility, Fountain Correctional Center. The intern will learn all aspects of the program, providing considerable knowledge pertaining to transitional and reentry initiatives of the Department of Correction.

**Major Tasks:** The intern will assist program staff with case management, inmate job program placement, and management of a major dynamic program such as recreation, incentive wage, work release, academic or community volunteer, substance abuse and transitional services.

**Final Product or Outcome:** The intern will obtain considerable knowledge and insight into the basic work skills needed to pursue a career in various areas of the criminal justice system.

#### **#23 (1) Vanceboro**

##### **Transition Home/Contributing Factors to Recidivism, Prisons**

**Major(s):** *Criminal Justice, Human Services, Psychology, Statistics*

**Project Objective:** Conduct research into the factors contributing to recidivism of inmates released from prison when their sentence is completed.

**Major Tasks:** Collect data, interview inmates, develop a tracking model of repeat offenders by type of crime to

evaluate employment, homelessness, education, family support and cognitive behavior patterns once released from prison.

**Final Product or Outcome:** An evaluation/summary of contributing factors that result in recidivism and what can be done to remedy these factors.

## **CRIME CONTROL AND PUBLIC SAFETY**

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#### **#24 (1) Raleigh**

##### **Research and Policy Analysis on Salient Criminal Justice Issues, Governor's Crime Commission**

**Major(s):** *Criminal Justice, Law, Political Science, Pre-Law, Public Policy/Administration*

**Project Objective:** The intern will participate in the full spectrum of activities associated with studying and evaluating public policy and criminal justice initiatives.

**Major Tasks:** The intern will conduct research, program evaluation and policy analysis on a current or emerging criminal or juvenile justice issue as determined by the Governor's Crime Commission and its standing committees. This will include visiting relevant program sites and documenting program progress, developing pertinent survey and data collection instruments, analyzing data and compiling study findings into a final written report which will be published by the Commission. It is anticipated that the work will be submitted to an academic journal or related professional periodical.

**Final Product or Outcome:** A written document outlining study findings and suggested policy recommendations.

#### **#25 (1) Raleigh**

##### **Bilateral State Partnership Program, N.C. National Guard**

**Major(s):** *History, International Affairs, International Business, International Studies, Marketing, Military Science, Political Science, Public Relations*

**Project Objective:** Intern will work under the supervision of the Director of Civil Military Affairs (DCMA) and State Partnership Program coordinators to participate in a host of engagement activities ranging from bilateral consultations, military familiarization events, civic leader visits, and numerous medical and humanitarian events. Intern will assist in preparation and execution of events involving senior U.S. and host-nation leaders.

**Major Tasks:** The intern will be required to assist the DCMA staff with international bilateral affairs with current existing State Partnership Programs with Moldova and Botswana.

**Final Product or Outcome:** The intern will gain a greater understanding of military-civilian bilateral affairs, how to plan and host international events with visiting dignitaries, and how to work in an international environment.

**#26 (1) Raleigh**

**GIS and Master Planning Support**, N.C. National Guard

**Major(s):** *Architecture, City/Regional Planning, Geographic Information Systems (GIS), Landscape Architecture*

**Project Objective:** The intern will conduct GPS data collection and GIS system mapping, planning and programming activities for the N.C. National Guard. Intern should have knowledge and interest in GIS and GPS applications to confirm existing conditions, model training activities, track environmental trends and concerns, and produce GIS mapping tools as needed for further analysis.

**Major Tasks:** Assist with GPS data collection, GIS data input and mapping of facilities, particularly at the State headquarters complex (Raleigh), the Camp Butner Training Site (near Stem, NC), the Fort Fisher Training Site (near Wilmington), the N.C. Military Academy (Fort Bragg) and other significant National Guard locations. Study current master planning efforts by governmental units, college campuses and within private industry, and examine how the N.C. National Guard uses these techniques to identify long-term requirements and map planning strategies for facilities statewide. Help create new mapping and database products to further National Guard interests.

**Final Product or Outcome:** A highly successful GIS project of facilities across the state.

**#27 (1) Raleigh**

**Internal and External Communications**, N.C. National Guard

**Major(s):** *Art/Photography, Communications, English, Graphic Design, History, Journalism, Military History, Public Policy, Public Relations*

**Project Objective:** Assist the N.C. National Guard Public Affairs Office in communicating information about the National Guard, including Guard policies, actions, and members, internally and externally to taxpayers, civic leadership, and media. Provide full disclosure with minimum delay while communicating the mission of the National Guard in the form of print and photographic media.

**Major Tasks:** The intern will operate as part of the Public Affairs staff in the office and during National Guard events across the state, including ceremonies, facility openings and other events of media interest. The intern will contribute to the professional-quality internal magazine, Guard Family Connection, distributed to nearly 12,000 members of the organization and posted on the website. The intern will complete at least two professionally written assignments per week including press releases, media advisories, or feature articles. The intern must be available to assist during newsworthy events occurring outside of the normal work day.

**Final Product or Outcome:** The intern will gain an understanding of the 24-hour news cycle; an ability to

rapidly compose written work in a concise manner following prescribed styles; skills to contribute to a professional magazine; photographic experience and instincts to select information that conveys the institutional mission and heritage.

**#28 (1) Raleigh**

**Internal Review Intern**, N.C. National Guard

**Major(s):** *Accounting*

**Project Objective:** The intern will assist N.C. National Guard Internal Review Auditors with the design and utilization of computer assisted auditing and analysis techniques, and will assist Internal Review Auditors who serve as agents of the U.S. Property and Fiscal Officer on accounting, financial, and managerial issues that require examination by a financial professional.

**Major Tasks:** Intern will assist Auditors in the design of and utilization of computer assisted auditing and analysis techniques utilizing data analysis software, database software, and statistical analysis software. Intern may assist Auditors with the review of program areas for compliance with regulatory requirements, the effectiveness of systems and operations, and the correction of inadequate or incorrect procedures.

**Final Product or Outcome:** Audit services provided in a more efficient and effective manner to the N.C. National Guard through enhanced computer assisted auditing and analysis techniques. The intern will gain a broad range of auditing experience and computer assisted auditing techniques.

**#29 (1) Raleigh**

**Evaluating Selection Tools for Law Enforcement**, State Highway Patrol

**Major(s):** *Business, Criminal Justice, Human Resources, Industrial/Organizational Psychology, Research/Testing, Statistics*

**Project Objective:** Under the direction of the Industrial Psychologist, evaluate assessment center exercises in the annual promotion process for sworn personnel. Observe/assist in the preparation of the Promotion Process. Perform qualitative and quantitative analyses of performance data and feedback surveys. Prepare technical reports summarizing the statistical findings for executive management review.

**Major Tasks:** Review candidate performance data from each component of the Promotion Process for Sgt, First Sergeant, and Lieutenant Ranks. Enter and analyze data collected during assessment centers. Coordinate and conduct focus group sessions with promotional participants to evaluate program effectiveness.

**Final Product or Outcome:** An efficient and standardized promotional process with sufficient survey and focus group feedback to support continuous process improvement.

### #30 (1) Raleigh

#### **Reducing Teen Highway Injury and Death:**

##### **Evaluation of Best Practices,** State Highway Patrol

**Major(s):** *Business, Criminal Justice, Liberal Arts, Political Science, Pre-Law, Pre-Med, Public Administration*

**Project Objective:** Car crashes kill or hurt several thousand teenagers in North Carolina every year. Proven methods to reduce these deaths include the graduated driver's license, restricted hours and restricted numbers of passengers and alcohol prohibition. A recent intern performed an extensive literature review that found only one scientifically sound study of enforcement techniques, which showed a modestly greater compliance in communities subjected to increased enforcement and aggressive, multifaceted publicity than in control communities. The objective is to study special enforcement techniques in a controlled experiment to measure their effect on teen crash and morbidity outcomes.

**Major Tasks:** The intern will participate in collating data from tests and surveys and will assist with summarizing and analyzing data from large databases.

**Final Product or Outcome:** The final product will be a report to be delivered to the Highway Patrol Training Academy and a potential manuscript for a scholarly journal.

### #31 (1) Raleigh

#### **Thematic Analysis and Review of Law Enforcement**

##### **Exit Interviews,** State Highway Patrol

**Major(s):** *Business Administration, Criminal Justice, Human Resources, Political Science, Research/Statistics*

**Project Objective:** To evaluate the exit interviews during the previous three Basic School Academies in two ways: Compile data and analyze the information for trends or important outcomes, and research best practices by other public/private sectors on their exit interview process to recommend process improvements with the current exit interview program.

**Major Tasks:** Tasks will include research analysis, compiling and summarizing information, and building a database. Additional tasks will be assigned according to the individual strengths and learning objectives of the intern.

**Final Product or Outcome:** At the completion of the internship period the student will have produced a written document outlining study findings and suggested recommendations. He or she will also present the results to law enforcement executives.

## **CULTURAL RESOURCES**

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### #32 (1) New Bern

#### **Native Plant Cultivation and Labeling,** Archives & History

**Major(s):** *Botany, Ecology, Environmental Studies, Horticulture, Landscape Design*

**Project Objective:** Interpretation of the Wilderness Garden at the Tryon Palace Historic Sites and Gardens.

**Major Tasks:** Labeling and mapping of the native plants in the Wilderness Garden, developing garden educational materials for our visitors, conducting visitor surveys, participating in Garden maintenance activities, including pruning and weeding, required to offer a quality public garden.

**Final Product or Outcome:** Updated historical interpretation, including a detailed map of featured trees and shrubs for the public's education and information.

### #33 (1) Greenville

#### **Architectural Field Studies/Restoration Services**

##### **Source Book,** Historical Resources

**Major(s):** *Architecture, Education, History, Historic Preservation, Museum Studies*

**Project Objective:** Assist with architectural field studies of historic properties in rural counties, town, and communities in Northeastern North Carolina. Continue the development of a source book identifying restoration craftsmen, artisans, and others available to work on historic restoration projects; included is a list of suppliers of restoration materials and supplies in Northeastern North Carolina.

**Major Tasks:** Gather, organize, and present information about selected historic properties through photographs, mapping, measured drawings, written historical and architectural descriptions, oral interviews, and assisting with field documentation. Gather, organize, and compile information needed for source book, as well as cataloging incoming restoration source material.

**Final Product or Outcome:** Architectural and historical information will be gathered on properties not already surveyed. The sampling of buildings chosen will be in counties that are unable to fund comprehensive county-wide architectural surveys. Eastern Office staff and area citizens will have access to a comprehensive reference source that includes lists of those doing restoration related work on buildings in the region and suppliers of tools and materials needed for restoration projects.

### #34 (1) Raleigh

#### **State Historic Site Archaeological Resource**

##### **Inventory,** Historical Resources

**Major(s):** *Anthropology, Archaeology, Geography/GIS, History, Library Science*

**Project Objective:** Creation of an inventory of reports and related documents for each of North Carolina's 27 State Historic Sites and development of site-specific archaeological resource management plans.

**Major Tasks:** Inventory reports on the State Historic Sites, creating an annotated bibliography; compare contents to holdings of Division of State Historic Sites to ensure completeness; complete/expand archaeological site forms for each site, assigning site numbers if needed. Add information to site web pages, as appropriate. Assist



in drafting site-specific archaeological resource management plans. Tasks will be completed for one site before moving on to the next. The first three sites to be addressed will be: Bath (Beaufort County), Fort Dobbs (Iredell County), and Halifax (Halifax County).

**Final Product or Outcome:** A bibliography of State Historic Sites and archaeological resource management plans tailored for each site.

### #35 (1) Raleigh

**Virtual Exhibit, Historical Resources**

**Major(s):** *American History, Education, Graphic Design, Library Science*

**Project Objective:** To create a web site using original documents, photographs, maps, etc., to illustrate a particular topic in the history of North Carolina, such as the development of the textile industry, the civil rights movement, the evolution of county governments, labor relations in the 20th century, women's history, etc., as related to the educational curriculum recommended by the N.C. Department of Public Instruction.

**Major Tasks:** Select documents and other materials to be included in the online exhibit, make arrangements for the material to be reproduced in a digital format or create the images, write the accompanying text for the images in a cohesive manner that will be useful to students studying state history in the K-12 environment, and encode the material to create a website illustrating the selected topic of history.

**Final Product or Outcome:** A completed website available to the general public, illustrating the use of original public documents and materials to create an online exhibit relating to North Carolina's history using materials from the State Archives.

### #36 (1) Halifax

**African-American History Researcher, Historic Sites**

**Major(s):** *African/African-American Studies, American Studies, Cultural Studies, History*

**Project Objective:** To research Halifax's rich African-American history and write an interpretive tour script.

**Major Tasks:** Reading, analyzing, and documenting materials on the history of African-Americans in Halifax, N.C. Conducting research on important African-American residents of Halifax. Editing and writing a tour script focusing on the history of African-Americans in Halifax.

**Final Product or Outcome:** A completed, historically accurate African-American History Tour Script.

### #37 (1) Manteo

**Communications Assistant, Historic Sites**

**Major(s):** *Communications, English, Graphic Design, History, Literature, Marketing*

**Project Objective:** To assist in marketing Roanoke Island Festival Park to tourists and local visitors which could involve public speaking, radio, television, writing press releases, photography, attending local and regional

meetings with manager, distribution of marketing materials, web based updates and/or graphic design.

**Major Tasks:** Writing press releases; distribution of marketing materials to the community; graphic design; community outreach.

**Final Product or Outcome:** Strengthen the communications department by additional marketing exposure in the local, regional and state markets.

### #38 (1) Sanford

**Governor Williams Research Project, Historic Sites**

**Major(s):** *History, Maritime Studies*

**Project Objective:** To conduct research concerning the history of a ship known as the Governor Williams, and to become familiar with the operation of a State Historic Site.

**Major Tasks:** Gathering information about a ship which was named for Governor Benjamin Williams, third owner of the House in the Horseshoe. The intern will become familiar with the history of the site, lead tours, answer visitor questions, and help site staff in the planning and preparation for the annual battle reenactment held the first weekend in August.

**Final Product or Outcome:** Historical information will be collected to be included in an exhibit in the museum, and for an exhibit about Governor Williams for an upcoming special program commemorating the War of 1812.

### #39 (1) Durham

**Historic Site Interpreter/Junior Interpreter Supervisor, Historic Sites**

**Major(s):** *Communications, Education, History, Museum Studies, Public History*

**Project Objective:** To introduce the intern to historic site and museum interpretation and operations.

**Major Tasks:** The intern will assist in planning and performing living history activities to teach the public about the past. The intern will lead the Duke Homestead's young volunteers, the Junior Interpreters, in living history activities and prepare workshops and field trips for the group. The intern will also research and write a historical article for the site newsletter; lead guided tours for the public; research answers to historical questions; help plan and promote special events; and help with programs for schoolchildren.

**Final Product or Outcome:** The intern will gain valuable experience in historic site operations, public history, education, and living history interpretation.

### #40 (1) Edenton

**Strategies to Increase Site Visitation, Historic Sites**

**Major(s):** *Anthropology, Communications, History, Journalism, Mathematics, Museum Studies, Public History, Statistics or related majors*

**Project Objective:** Develop strategies to increase site visitation.



**Major Tasks:** Become familiar with site interpretive activities, programs and events, develop and implement visitor survey to gather information about current visitors, develop plan to increase site visitation from current audience and to expand site's appeal to a broader audience. Prepare report summarizing information the survey intended to collect, survey results, recommendations to increase site visitation, and a description of action taken to implement one of the recommendations.

**Final Product or Outcome:** Development of report and plan for increasing site visitation based on assessment of site's interpretive program and collection of visitor data that can be implemented by site staff.

#### #41 (1) Raleigh

**Arrangement and Description Intern**, State Archives

**Major(s):** *American History, Anthropology, Communications, Computer Science, History, Library/Information Science, Photography, Political Science, Public History, Sociology*

**Project Objective:** Introduce intern to concepts and tools used in the arrangement and description of Special Collection material in an archival setting. Provide hands-on experience and opportunities for skill development in processing manuscript, photograph, or combined collections. Intern will work with several types of Special Collection materials such as private papers, photographs, military records, and combined collections.

**Major Tasks:** Processing of at least two collections in two different Special Collections areas. Preliminary inventory of and initial preservation assessment of un-worked archival collections; establishment of series and/or subseries within each collection; completion of collection arrangement and re-housing; and/or completion of descriptions and creation of finding media.

**Final Product or Outcome:** Completion of processing and creation of published finding aids for at least two small collections. Intern will gain skills in arrangement and description and experience with archival collections containing a variety of different types of material and archival formats. Intern will create at least two published finding aids.

#### #42 (1) Beaufort

**Collections Intern**, State History Museums

**Major(s):** *American History, Library Sciences, Maritime History, Public History*

**Project Objective:** The intern will work in the Maritime Museum Collections Department to accession the photographic archives, assist with accession of various other artifact and object collections, and assist in inventorying the collections. The intern will learn how the Collections Manager and the Registrar accession and care for collections in a state-run medium-sized museum setting, and will learn how the different positions of the

staff of the museum work together to promote the maritime history and material culture of North Carolina.

**Major Tasks:** The intern will learn to use the Proficio, ReDiscovery Collections Database to input information regarding photographs into the photographic archives and information regarding objects and artifacts from the museum's permanent collection into the database. The intern will work with collections staff to identify photographs and objects and bring together pertinent background information.

**Final Product or Outcome:** The intern will gain a solid grounding in collections practices and procedures in general and as specifically applicable within a medium-sized state-run museum and an understanding of the work of museum Collections Managers and Registrars.

#### #43 (1) Beaufort

**Museum Education Program Assistant**, State History Museums

**Major(s):** *Education, History, Maritime History, Museum Studies, Natural Sciences, Recreation and Tourism*

**Project Objective:** The intern will receive an introduction to the field of non-formal education in museums; learn about the Maritime Museum and its departments including collections, research, and exhibit design; gain professional experience as a program assistant to education curators for public programs and children's summer camps; and utilize interests, skills, and knowledge to create an original program, offer it to a public audience, and evaluate its effectiveness.

**Major Tasks:** The intern will assist staff educators by conducting/assisting existing programs both in the museum and the field, such as artifact-based presentations, estuary trail hikes, and guided museum tours; research and create an original education program, and offer it to a public audience; and document and evaluate existing education programs.

**Final Product or Outcome:** The intern will gain valuable experience in educational program design, presentation and evaluation. The museum will increase the scope and depth of its educational services. The visiting public will be provided with more learning opportunities during their museum visit.

#### #44 (1) Elizabeth City

**Museum Research Historian**, State History Museums

**Major(s):** *African-American Studies, American History, History, Maritime History, Military History, Museum Studies, Public History*

**Project Objective:** Research up to three exhibit-related topics concerning the Museum of the Albemarle's thirteen-county interpretive area. The primary focus will be a major 2,500 square-foot exhibit on the Civil War in the Albemarle region opening by early 2012. Related Civil War topics can include a continuation of research on the lives of the region's large African-American population before 1865, U.S. Colored Troops during the Civil War, and the

Albemarle home front during the war. Other possible topics include the Civil Rights struggles of the 20<sup>th</sup> century; domestic/women's issues; home and agricultural extension clubs; Boy and Girl Scouts; and/or maritime, agricultural, and technological advances.

**Major Tasks:** Research primary, secondary, and Internet resources on topics related to the broad history of Northeastern North Carolina. Resources may include federal censuses, published books and articles, theses and dissertations, regional newspapers, personal interviews, etc. Assist Collections Department in minor conservation and documentation of incoming artifacts. Research published histories for important dates for ongoing timeline of Albemarle history. Participate in weekly meetings of the museum staff and in periodic meetings and discussions with the exhibit development team.

**Final Product or Outcome:** Files of research notes on specific topics relating to the history of the Albemarle region. Short annotated papers when appropriate. Information will be utilized for future exhibit development.

#### #45 (1) Raleigh

**History Camp Assistant Instructor**, State History Museums

**Major(s):** *Education, History, Museum Studies, Public History*

**Project Objective:** To expose an intern to the field of museum education and the tasks of developing and presenting curriculum-based programs to elementary and middle school aged children. To present a strong summer camp program for the museum public.

**Major Tasks:** The intern will assist Museum of History camp instructors by helping with half-day weeklong summer camps. Museum camps cover various aspects of North Carolina history and culture (i.e. World War II, Colonial Life, Maritime History, Transportation History, etc). The intern will be involved in the preparation and setup of each camp and will be responsible for teaching portions of each camp. The intern will also have the opportunity to complete an independent project based on subject matter interest.

**Final Product or Outcome:** The intern will learn about North Carolina history through the museum's exhibits and camp curriculum materials and be able to translate information into material suitable for children of various age levels and learning styles. The intern will gain valuable interactive, educational, and interpretive skills for teaching children of all ages through the implementation of summer camp programs and activities and through the development of an independent project.

## ENVIRONMENT AND NATURAL RESOURCES

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#### #46 (1) Raleigh

**Air Quality Grant Follow-up**, Air Quality

**Major(s):** *Engineering, Environmental Engineering, Environmental Science, Natural Sciences*

**Project Objective:** The Mobile Source Emission Reduction Grant (MSERG) began in 1995. The intern would conduct site visits of past grant recipients, gathering information based on guidelines developed by the intern with supervisor input. Site visits would become an online resource for future grant applications. MSERG applicants are required to include an emissions reduction calculation. The intern would also develop rough emission reduction estimates on past projects based on available EPA and other web-based calculators.

**Major Tasks:** Attempt contact with all past grant recipients and ask pre-arranged questions. Arrange a site visit with past grant recipients when possible; gather photos and information based on guidelines. Organize the information into web-based success stories with photos as a resource for future grant applicants. Use web-based calculators to derive a rough estimate of past project emissions reductions for comparison, presentations and the web.

**Final Product or Outcome:** Web-based success stories of past grant recipients with photos and emissions reduction estimates. Emission estimates will be used as a comparison to other years and projects.

#### #47 (1) Raleigh

**Emission Inventory Development Intern**, Air Quality

**Major(s):** *Computer Science, Engineering, Environmental Engineering, Environmental Science, Natural Sciences*

**Project Objective:** The DENR Climate Change Work Group (CCWG) is responsible for the calculation of DENR's carbon footprint and greenhouse gas (GHG) emissions and subsequent submission to The Climate Registry. The intern will assist the CCWG in developing the 2009 inventory submittal. The intern will also assist in developing a process to analyze and report fuel use across DENR as part of the Petroleum Displacement Plan.

**Major Tasks:** Process and analyze vehicle data provided by the CCWG; compute GHG emissions categorized by different types of vehicles/mobile equipment; and analyze emissions and fuel data. Other tasks include preparing a comparison with base year data and determining possible causes of emissions and fuel use changes; preparing graphics for policy-makers and disseminating results; assisting in the development of new processes for data collection, processing, and/or analyses to streamline future submissions.

**Final Product or Outcome:** The 2009 GHG inventory for DENR mobile sources, with supporting documentation, for submission to The Climate Registry. Documentation includes raw data, cataloged correspondences, databases and analyzed data summaries, and summary report.

#### #48 (1) Kure Beach

##### **Conservation Educator, Aquariums**

**Major(s):** *Animal Science, Biology, Ecology, Education, Environmental Education, Environmental Science/Studies, Marine Biology, Parks and Recreation*

**Project Objective:** Aquarium visitors and special program participants will be informed, engaged, and inspired by the Conservation Educator. The Conservation Educator will provide innovative programming, interactive experiences, and outdoor excursions for children ages 5-14, and the general public. The internship will facilitate positive behavior change among Aquarium program participants. Ultimately, the ocean and North Carolina's natural resources will be appreciated and protected.

**Major Tasks:** Facilitate play and learning in nature through beach, salt marsh, and canoe excursions. Facilitate understanding, empathy and stewardship for wildlife through interaction with live animals in an appropriate educational context. Provide support for, and participate in, all aspects of Aquarium educational programming. Create a unique experience for a selected target audience to increase ocean literacy and encourage play in nature and wildlife conservation.

**Final Product or Outcome:** Aquarium program participants, and the general public, will better understand and appreciate North Carolina's natural resources as a result of interaction with the Conservation Educator. Aquarium education staff will have new tools to increase ocean literacy and wildlife conservation among selected audiences.

#### #49 (1) Kure Beach

##### **Husbandry Intern, Aquariums**

**Major(s):** *Biology, Environmental Science, Marine Biology, Marine Science, Oceanography*

**Project Objective:** Intern will be immersed in all aspects of aquatic animal husbandry and will discover the inner workings of a large public aquarium. After a short training period, the intern will become involved in the daily workings of the facility.

**Major Tasks:** The intern will be involved in most of the tasks performed by our husbandry staff, including animal acquisition, transport, quarantine protocols, disease identification, disease control, diet preparation, feeding, exhibit maintenance and aquarium maintenance.

**Final Product or Outcome:** The intern will contribute to providing visitors a higher level of quality in the animal exhibits, as well as allow increased involvement with in-house propagation when most needed.

#### #50 (1) Manteo

##### **Husbandry Intern, Aquariums**

**Major(s):** *Biology, Ecology, Marine Biology/Science, Natural Sciences*

**Project Objective:** Intern will be immersed in all aspects of aquatic animal husbandry and will discover the inner workings of a large public aquarium. After a short training

period, the intern will become involved in the daily workings of the facility.

**Major Tasks:** The intern will be involved in most of the tasks performed by our husbandry staff, including animal acquisition, transport, quarantine protocols, disease identification, disease control, diet preparation, feeding, exhibit maintenance and aquarium maintenance.

**Final Product or Outcome:** At the end of the program the intern will be familiar with most aspects of aquarium operation.

#### #51 (1) Pine Knoll Shores

##### **Aquarium Horticulture Summer Conservation Project, Aquariums**

**Major(s):** *Biology, Botany, Environmental Science/Management, Horticulture, Landscape Architecture, Marine Biology, Natural Sciences or related majors*

**Project Objective:** The project goal is to promote the conservation of native plants and habitats. Objectives include working with native plants in exhibits (from mountains to coastal habitats) and on Aquarium grounds; developing an Aquarium Low Impact Development (LID) master plan; implementing LID techniques; and participating in field habitat conservation projects.

**Major Tasks:** Assist in maintaining the Aquarium's greenhouse and plant nursery and maintaining, stocking and arranging plants in exhibits. Develop the LID plan including site inventory and identification of LID opportunities and development of a written and graphic LID plan. Assist in layout and installation of at least one new LID technique on site (e.g., bio-retention swale). Assist in developing graphic panels for the public explaining conservation and LID methods. Field conservation tasks will include work in the Roosevelt State Natural Area and monitoring of the Aquarium's crystal skipper butterfly habitat restoration project.

**Final Product or Outcome:** The intern will gain an appreciation of how to use native plants and habitat features to implement ecologically-sound and energy-saving techniques and how to convey conservation horticulture ideas to the public. Products will include photographs of exhibits arranged by the intern, field monitoring reports for field projects, and a comprehensive Aquarium LID plan.

#### #52 (1) Pine Knoll Shores

##### **Education Intern, Aquariums**

**Major(s):** *Education, Natural Resources, Parks and Recreation*

**Project Objective:** To teach environmental education in a non-formal atmosphere that combines fun and interactive learning experiences for the public and special groups, while spreading the Aquarium's message of "inspiring appreciation and conservation of North Carolina's aquatic environments."



**Major Tasks:** The intern will deliver daily educational programs at the N.C. Aquarium at Pine Knoll Shores. The Education Intern will present all educational programs to the public, school groups and special interest groups. The intern will present live animal programs, dive shows, feeding presentations, discovery carts and touch tank interpretation; prepare printed materials; respond to visitor questions; utilize electronic communication systems; and work with full-time educators to create and implement special-event programs.

**Final Product or Outcome:** The Education Intern will gain experience, knowledge and confidence working in, and presenting programs to, large groups of diverse audiences in a non-formal setting. The intern will also gain experience with handling and caring for a variety of animals in our state.

#### **#53 (1) Beaufort**

**Marine Science Education Intern,** Coastal Management

**Major(s):** *Education, Life Sciences, Physical Sciences*

**Project Objective:** Intern will learn about estuarine ecology, oceanography, marine biology and coastal processes, and how to translate science information into age-appropriate learning materials and activities. The intern will learn pedagogical techniques for use in the classroom and in informal teaching settings and gain valuable hands-on science teaching experience, public speaking skills, leadership skills and organizational skills necessary to be a successful educator.

**Major Tasks:** The intern will assist the Reserve Education staff with summer marine science camps, field trips and classroom activities. The intern will be involved in developing and presenting curriculum-based programs to a variety of age groups. The intern will teach portions of each program and will be encouraged to develop innovative exercises and activities to be included in the summer camps and programs. A significant portion of the intern's time will be spent in the preparation of activities and the rest of the time will be spent teaching students or leading field trips.

**Final Product or Outcome:** The intern will be involved in all aspects of the marine science summer camp development including program scheduling, student registration, curriculum development and teaching. The intern will develop several hands-on science activities that will be used during the summer programs and posted on the website for teacher use.

#### **#54 (1) Wilmington**

**Natural Resources Management and Outreach Assistant,** Coastal Management

**Major(s):** *Environmental Education, Environmental Studies/Science, Marine Biology, Natural Sciences, Natural Resources, Parks and Recreation*

**Project Objective:** To provide experience in natural resource management and environmental education. By

supporting stewardship activities at the five southern sites of the N.C. Coastal Reserve, the intern will develop a thorough understanding of the complex and challenging field of natural resource management. To conduct outreach activities at selected sites to communicate stewardship concepts to a wide audience.

**Major Tasks:** The intern will participate in ongoing stewardship activities at the five southern sites of the Coastal Reserve, including invasive species monitoring and removal, species of concern monitoring and surveys, documentation of species occurrences, marine debris removal efforts, management of visitor use of protected lands, and other stewardship activities. The intern will develop and present educational programs to communicate stewardship and natural resource management messages to the public. The intern will have the opportunity to develop management recommendations related to a specific management concern at one or more sites.

**Final Product or Outcome:** Final report summarizing management activities conducted; evaluation of and recommendations for management related to a specific concern or challenge; content of or materials associated with public education programs presented.

#### **#55 (1) Raleigh**

**Environmental Education Intern,** Environmental Education

**Major(s):** *Education, Environmental Education, Marketing, Natural Resources, Political Science, Public Administration, Science Education*

**Project Objective:** The Office of Environmental Education (OEE) serves as North Carolina's clearinghouse for all environmental education (EE) resources in the state. Projects are determined by the intern's capabilities and interests and the current needs of OEE. Potential summer projects include developing a campaign to educate young adults about environmental issues that incorporates social media; assisting with evaluation of river basin education program; promoting and distributing the guide to EE Centers; researching the economic and social benefits of EE Centers in N.C.

**Major Tasks:** The intern will help design, plan, and implement the project, working independently when possible but receiving guidance and assistance when necessary. Additional work could include web site content development for EE resources and events, developing and distributing educational publications, and other special projects.

**Final Product or Outcome:** The intern will gain experience in defining, planning and implementing a project of interest and OEE need, as well as gaining knowledge of both the process and the subject matter. The intern will develop materials as appropriate and create a portfolio outlining their project. The public will better understand the impact of environmental issues and gain improved access to EE resources.



**#56 (1) Raleigh**

**PreK-12 Environmental Education Intern,**  
Environmental Education

**Major(s):** *Education, Environmental Education, Natural Resources, Science Education*

**Project Objective:** The PreK-12 Environmental Education (EE) Program in the Office of Environmental Education serves as North Carolina's clearinghouse for all PreK-12 EE resources in the state. The PreK-12 EE intern will assist with planning and implementation of an EE teacher training institute for North Carolina science teachers. The intern will also identify and develop methods of promoting model EE resources for PreK-12 teachers through web site content and social media.

**Major Tasks:** Assist with developing an agenda for the institute, identify key facilitators and secure their participation in the institute, identify and procure relevant instructional materials, assist with institute implementation, conduct institute evaluation and prepare final report. Additional tasks could include developing relevant web site content, assisting with ongoing development of the PreK-12 EE Program, or recruiting and promoting mentors for environmental graduation projects.

**Final Product or Outcome:** The intern will help to define, plan and implement a week-long EE teacher institute that will aid teachers in integrating EE and outdoor learning into their classrooms; develop methods to identify and promote model EE resources to teachers throughout the state; and develop materials as appropriate and create a portfolio outlining the project.

**#57 (1) Raleigh**

**Geologic Education and Outreach Assistant,** Land Resources

**Major(s):** *Adult Education, Distance Learning, Earth Sciences, Education, Environmental Education, Environmental Science, Geology, Natural Sciences, Parks and Recreation, Science Education*

**Project Objective:** The intern will actively engage in Earth Science education and outreach, ranging from informal to formal and from K-12 to adult. Projects will be tailored to the intern's interests and capabilities with the main objective to create fun and interactive geology programs using a range of methods and technologies, including but not limited to hands-on activities, posters, booklets, field trips, audio/video presentations, PowerPoint, and/or social media such as podcasts, Twitter or YouTube.

**Major Tasks:** The intern will assist in creating, researching and developing programs with some time presenting programs. The intern will be expected to work independently, but will receive guidance and assistance. Outdoor experiences may include field trips, outdoor classes and light hikes to areas of geologic interest. Indoor responsibilities may include library and internet research and development of audio/visual aspects of the programs. Apply knowledge of current social media to

enhance the content and presentation of web-based programs.

**Final Product or Outcome:** The intern will gain valuable experience in managing and creating interactive science based programs, which will become a permanent part of the Education and Outreach programming and expand the web presence.

**#58 (1) Raleigh**

**State and County Boundary GIS Intern,** Land Resources

**Major(s):** *Geography, Geographic Information Systems, Land Management*

**Project Objective:** To create a Geographic Information System (GIS) data layer and associated metadata of surveyed state and county boundaries with links to the corresponding survey plats, monument datasheets, and/or historical documents.

**Major Tasks:** Compile positional, survey and metadata from paper maps, plats, and digital maps into tabular data and import the information into the GIS data layer.

**Final Product or Outcome:** State and county boundary GIS Data layer with metadata showing the current surveyed state and county boundary lines and boundary monument points with links to the corresponding survey plats, monument datasheets. In addition, the data layer will be posted on the North Carolina Geodetic Survey and the N.C. OneMap web sites.

**#59 (1) Raleigh**

**Web Application Developer Intern,** Land Resources

**Major(s):** *Computer Programming, Geographic Information Systems (GIS), Web Development*

**Project Objective:** To create user-friendly geometric (i.e. geospatial mathematical) web applications for land surveyors, engineers, GIS and remote sensing specialists, realtors, local and state government agency personnel, and the public.

**Major Tasks:** Create user-friendly web applications that can perform geomatic functions utilizing user inputted geospatial information.

**Final Product or Outcome:** A user-friendly geomatics toolkit, which would be posted on the agency's web site, that can perform various geomatic functions utilizing user inputted geospatial information.

**#60 (1) Swannanoa**

**Landslide Geology Field Assistant,** Land Resources

**Major(s):** *Geology, Engineering Geology, Environmental Science or related majors*

**Project Objective:** Assist in creating Landslide Hazard Maps for local governments, emergency management, and general public safety in Western North Carolina as part of the Landslide Hazard Mapping Program.

**Major Tasks:** The major task to be performed includes assisting a field partner in collecting geologic and landslide field data at landslides in Western North Carolina. Work

will include using Geographic Information Systems (GIS), field computer, and aerial photography in both the office and in the field. Work will also involve collecting geologic, landslide, and deposit field data, collecting soil and rock samples, and collecting location data using a GPS unit and field maps.

**Final Product or Outcome:** Intern will gain experience in GIS and geologic and landslide field work essential for creating Landslide Hazard Maps for Western North Carolina counties. Intern will gain experience in an applied geology project important to public safety.

#### #61 (1) Elizabeth City

##### **Fisheries and Habitat Assessment Surveys of Albemarle Sound, Marine Fisheries**

**Major(s):** *Biology, Ecology, Environmental Science, Fisheries, Marine Biology, Wildlife Management, Zoology or related majors*

**Project Objective:** The intern will assist fisheries technicians and biologists in a wide range of ongoing research and monitoring of anadromous and non-anadromous stocks in Albemarle Sound. The field office conducts fishery dependent and independent surveys which employ an array of gear and techniques in order to research, monitor, and assess finfish species important to the state, as well as many east coast fisheries.

**Major Tasks:** Actively participate in a variety of field and laboratory work experiences in order to collect biological data from commercially and recreationally important fish species, including fishery dependent sampling of finfish landed by seasonally employed commercial gear (pound nets, fyke nets, gill nets, crab pots); collect and prepare ageing structures (scales, otoliths, and spines) from finfish; juvenile surveys using trawls and seines to sample various juvenile finfish species as part of a long term data base of juvenile abundance; habitat characterization of the inshore waters of North Carolina's Albemarle Sound including Submerged Aquatic Vegetation density, and identification.

**Final Product or Outcome:** The intern will experience a variety of field and laboratory techniques that are basic to fishery science data collection and essential input for stock assessments.

#### #62 (1) Manteo

##### **Outer Banks Fisheries Experience, Marine Fisheries**

**Major(s):** *Biology, Ecology, Fisheries, Marine Biology, Zoology*

**Project Objective:** Assist in various fisheries independent and dependent sampling programs to collect data essential to assessing finfish stocks and in the development of North Carolina fishery management plans.

**Major Tasks:** Fishery independent experience includes trawling for juvenile finfish, fishing gill nets for adult fish, or fishing long line gear for adult red drum, from various locations along the Outer Banks, Pamlico Sound, Roanoke Sound, and Croatan Sound. Fishery dependent sampling

experience is dock side sampling of the finfish harvested by a variety of commercial fishing gear (pound nets, long hauls, gill nets) utilized along the Outer Banks during the summer season.

**Final Product or Outcome:** Experience a wide variety of fishing gear techniques typically used in the collection of fisheries information for the management of fisheries resources. Skills learned are invaluable introductory experiences for those individuals interested in a career in fisheries science.

#### #63 (1) Morehead City

##### **Purchasing Agent Intern, Marine Fisheries**

**Major(s):** *Business Administration/Management, Computer Information Systems, Economics, Marketing*

**Project Objective:** The Division of Marine Fisheries works in a marine environment ensuring sustainable marine stocks for the citizens of North Carolina. The work requires the acquisition of specialized equipment for both biological staff and law enforcement. The Purchasing Agent intern will gain in-depth knowledge of quotation and proposals needed to purchase or contract.

**Major Tasks:** Intern will prepare written requests for quotation and proposals for commodities and services. This will also include the evaluation of bids and proposals for contract compliance; assistance in technical evaluation of bids and proposals; conducting market surveys for sole source items; conducting negotiations with vendors on quotes and proposals; solicitation of bids from various vendors; educating vendors on purchasing guidelines; submitting complete proposal and bid packages for purchase order issuance; completing lease agreement documents; and educating division staff on established purchasing laws, policies and procedures.

**Final Product or Outcome:** Complete and thorough proposals to meet needs of division for commodities and services.

#### #64 (1) Wilmington

##### **Marine Fisheries Intern, Marine Fisheries**

**Major(s):** *Biology, Ecology, Environmental Science, Fisheries Science, Marine Biology/Science, Natural Resource Management, Oceanography, Zoology*

**Project Objective:** The primary goal is to collect lengths and hard parts (otoliths and spines) from commercially landed species in the snapper/grouper complex caught by the North Carolina commercial fishermen, which will be used in stock assessments. The secondary goal is to determine if the age distribution of black sea bass in Raleigh, Onslow, and Long bays harvested by commercial fishermen are similar.

**Major Tasks:** The intern will assist in the collection of data critical for management of fish harvested in the snapper grouper fishery including fishing effort, species composition, and length and age data. The intern will also determine the age of commercially harvested black sea bass based on otoliths and assist in the analysis of

management actions designed to prevent overfishing using basic statistical analyses.

**Final Product or Outcome:** The intern will increase the current sampling levels needed to reach targets for species in the snapper grouper complex management unit. The intern will become familiar with collecting and analyzing data that are critical for a successful and sustainable management plan.

**#65 (1) Raleigh**

**Arthropod Zoo Curator Assistant**, Museum of Natural Sciences

**Major(s):** *Biology, Chemistry, Ecology, Entomology, Natural Sciences or related major/minor*

**Project Objective:** To introduce and familiarize an intern to the diversity of form and function of the most diverse group of animals, the arthropods (insects, arachnids, crustaceans, and more). The intern will learn about arthropod care in captivity, their importance in the environment and many more aspects of how museums and zoos function behind the scenes. The intern will help educate the public, thus perpetuating one of the primary goals of the North Carolina Museum of Natural Sciences, increased knowledge and appreciation of the life forms with which we share our world and how to conserve them.

**Major Tasks:** Major responsibilities include aiding with the daily maintenance of the "Living Arthropod Collection" and gallery, fieldwork and program development. The intern will also play a major role in the preparations of the Museum's annual "Bugfest" event. Based on the intern's personal interests, there are opportunities to pursue knowledge through hands-on experience, museum resources, interaction with staff, development of public programs and/or research projects.

**Final Product or Outcome:** The Arthropod Zoo requires constant upkeep. The emphasis of this gallery is live exhibits and live backup animals for educational programs, requiring ongoing renewal and maintenance. The intern will become an integral part of the gallery's upkeep and an important member of the staff, especially as pertains to the dissemination of arthropod related information to the general public and staff.

**#66 (1) Raleigh**

**Discovery Room Intern**, Museum of Natural Sciences

**Major(s):** *Biology, Early Childhood Education, Elementary Education, Museum Studies, Natural Sciences, Wildlife Biology*

**Project Objective:** The Discovery Room is an intergenerational, interactive exhibit area where visitors can learn from direct contact with specimens, objects, interns, and staff. The intern will assist Museum visitors of all ages and varied backgrounds in having a valuable hands-on learning experience using objects and specimens from nature found in the Discovery Room; develop, and test new exhibit items; maintain existing

room items; handle and care for native animals including invertebrates.

**Major Tasks:** The intern will staff the Discovery Room open to the public between the hours of 11 a.m. to 3 p.m. Tuesdays through Fridays; interact with museum staff, curators, researchers, volunteers, and Museum visitors in a professional manner; assist in the maintenance, development, field testing, and evaluating of Discovery Room exhibits; and assist with the care of live animals.

**Final Product or Outcome:** The intern will develop a final project and an extensive portfolio of written materials and photographs of experiences at the Museum. Museum visitors will have a positive experience as they learn by handling and observing real objects and specimens curated and interpreted by the intern.

**#67 (1) Raleigh**

**Genetics & Biodiversity Intern**, Museum of Natural Sciences

**Major(s):** *Biology, Biochemistry, Chemistry, Ecology, Genetics, Wildlife, Zoology*

**Project Objective:** To learn and perform a combination of genetic techniques on N.C. species under study at the Museum (fishes, freshwater mussels). The intern will learn laboratory techniques currently used in museum-based science to aid in the identification of new species and track population genetic dynamics. These skills combined with interaction with our curators and their taxonomic expertise form the foundation of biodiversity studies. This unique combination of experiences is offered less frequently at the collegiate level but is essential to the training of future biologists.

**Major Tasks:** DNA extraction, PCR amplification, DNA sequencing, STR (microsatellite) genotyping. Attention to detail is required when mastering genetic techniques; intern will learn appropriate protocols for organizing samples and the corresponding data generated.

**Final Product or Outcome:** The intern will learn basic genetic techniques as applied to research in the natural sciences. These techniques can be applied broadly to almost any biological discipline the intern should pursue. The intern should have the opportunity to generate sufficient data to develop a brief scientific manuscript for publication.

**#68 (1) Raleigh**

**Living Conservatory Curator Assistant**, Museum of Natural Sciences

**Major(s):** *Biology, Botany, Communications, Conservation Biology, Education, Environmental Education, Horticulture, Museum Studies, Natural Resources/Sciences, Parks and Recreation, Science Education, Zoology or related majors*

**Project Objective:** The Living Conservatory, a recreation of a Central American dry tropical forest, is the Museum's premier immersion experience. The intern will assist in presenting the Living Conservatory to the visiting



public and will maintain a collection of living plants and animals. The intern will also be responsible for assisting with educational programs that focus on the tropics. The opportunity to help prepare for two large special events is available.

**Major Tasks:** The intern will help run the Conservatory on a daily basis, presenting educational material and interpretation of the dry tropical forest to visitors; assist with the maintenance and care of the plants and animals; and design and develop a special project. Potential projects include development of a cart program to enhance visitor learning and experience, studying the lifespan of different species of butterflies by tagging and tracking them over the course of the summer or developing a systematic method for assessing and evaluating visitor experience in the Conservatory.

**Final Product or Outcome:** The intern will gain experience working with the public in a unique education setting; complete a final project to document their Museum experience and develop additional educational materials for use by staff and volunteers; and become an integral part of the Conservatory staff especially pertaining to the communication of information to the general public.

#### **#69 (1) Raleigh**

**Living Collections Veterinary Education Intern,** Museum of Natural Sciences

**Major(s):** *Animal Science, Biology, Natural Sciences, Pre-Vet, Wildlife, Zoology or related majors*

**Project Objective:** To develop educational materials on museum animals and to enhance the overall medical care and management of the animals at the Museum of Natural Sciences through direct maintenance, research and data collection.

**Major Tasks:** Assist Coordinator and Curators of Living Collections with daily duties. Duties include feeding, cleaning, medicating, and performing tasks for a large collection of mammals, birds, reptiles, amphibians, fish and invertebrates that are used in educational programs and on exhibit in the museum. Assist with animal health management through direct care of animals and data collection. Complete a project focusing on development of routine sampling protocol for a facility with diverse taxa.

**Final Product or Outcome:** Overall enhancement of the medical care of the Living Collection. The intern will create a written manual outlining procedures to more efficiently maintain medical records. The intern will update animal nutrition information and design new caging, housing, and exhibits. The intern will also complete a photo guide of common parasites that affect animals held in captivity and assist with an instructional video for the safe handling of program animals.

#### **#70 (1) Raleigh**

**Naturalist Center Intern,** Museum of Natural Sciences

**Major(s):** *Biology, Botany, Communications, Earth Science, Entomology, Environmental Science/Studies, Geology, Marine Biology, Science Education, Zoology*

**Project Objective:** The intern will learn to run a public-access research collection, as well as learn the preparation, curation, and exhibition of research specimens, and develop a teaching resource based on some aspect of North Carolina natural history. The Naturalist Center is an interactive gallery where the public is offered a hands-on experience with research specimens from across the state.

**Major Tasks:** The intern will help staff the Naturalist Center, introducing the public to the research collections housed in the gallery and interacting with visitors. The intern will develop expertise while working with the Naturalist Center's collection of flora, fauna, and/or geology, and then develop a class, tabletop exhibit, or topic box to be used in the Naturalist Center or with a school.

**Final Product or Outcome:** The intern will gain knowledge and skills in working with the public in a unique science education setting; learn museum specimen preparation, curation, and exhibition techniques; develop an educational exhibit, topic box, or class which can be included as part of a portfolio.

#### **#71 (1) Raleigh**

**Summer Outdoor Ed-venture,** Museum of Natural Sciences

**Major(s):** *Biology, Distance Education, Education, Environmental Science, Science Education, Wildlife Sciences, Women's Studies, Zoology*

**Project Objective:** The Summer Outdoor Ed-venture internship combines aspects of Student Outreach at the Museum: Girls in Science, Museum in the Schools and Distance Learning. Girls in Science project is a unique learning opportunity for sixth-grade girls in the form of a week-long residential summer camp. The intern will help organize, prepare for, and run the camp. The intern will participate in other areas of student outreach programs such as videoconferencing programs to schools around the state and assisting with Museum in the Schools Resource boxes. The intern will also have opportunities to experience all aspects of Museum education, learn about natural sciences, become trained in the handling of live animals, and work with scientists and researchers on staff.

**Major Tasks:** Participate as a co-leader for the Outdoor Ed-venture program, including activity development, planning and implementation of camp. This includes preparation of participant notebooks and materials and scheduling activities. Intern will also create a resource box for the Museum in the School program, ordering materials and organizing items needed to complete two sets of resource boxes. Intern will also participate in natural



sciences videoconference programs, learning the application of the technology and teaching techniques.

**Final Product or Outcome:** Intern will develop and organize instructor and participant notebooks for Outdoor Ed-venture camp. Intern will gain leadership and coordination skills by participating in leadership team of camp. Intern will learn general natural science information relative to North Carolina, gain experience using and teaching with videoconferencing technology, and assist with the development and procurement of Museum in the Schools Resource boxes.

**#72 (1) Connelly Springs**

**Natural Resources Inventory and Monitoring Intern, Parks and Recreation**

**Major(s):** *Biology, Environmental Science, Natural Resources Management, Natural Sciences, Wildlife Biology or related majors*

**Project Objective:** Identify and inventory flora and fauna found within South Mountains State Park and where each species is located. Monitor known populations of various species such as small whorled pogonia, bats, black bears, migratory songbirds and fish species.

**Major Tasks:** Investigate current databases and research papers to identify floral and faunal elements occurring in South Mountains State Park. Identify, inventory and record flora and fauna through field notes including GPS locations and digital photography. Assist with ongoing monitoring of certain species located within the park.

**Final Product or Outcome:** Expand the park's list of known flora and fauna on the Division of Parks and Recreation Natural Resource Inventory Database (NRID). Increase the knowledge of the park's flora and fauna to allow park managers to make decisions to protect native resources.

**#73 (1) Jefferson**

**Environmental Education/Natural Resources Research, Parks and Recreation**

**Major(s):** *Education, Environmental Education, Environmental Studies, Natural Sciences, Parks and Recreation*

**Project Objective:** Actively participate in the development and presentation of basic park interpretive programs. Continue monitoring of lichens by taking photos and measurements of 80-90 lichens. Update and develop the Mt. Jefferson State Natural Area Junior Ranger programs. Assist with visitor services at the Visitor Center. Develop interpretive and historical site bulletins or audio CDs. Research may include some oral history interviews. Hiking and canoeing will be a part of the internship experience.

**Major Tasks:** Present interpretive programs, conduct monitoring of lichens, improve visitor center services, roving/hiking, working with the public and children. Public programs, hikes, park orientation, and book development including oral history interviews. Some photography.

**Final Product or Outcome:** Continued lichen monitoring, new park education programs, satisfied and enlightened park visitors, new Junior Ranger programs, oral history recording. *On-site housing may be available.*

**#74 (1) Jefferson**

**Interpretation/Education Intern, Parks and Recreation**

**Major(s):** *Biology, Communications, Natural Sciences*

**Project Objective:** To assist in educating park visitors about the natural environment, cultural and historic aspects of New River State Park and the environment in general. Visitors who learn specific information about the natural world or the local natural history are more likely to become stewards of the environment.

**Major Tasks:** Design and perform general public educational programs about the natural history of New River State Park. Interpret general park information to the public using Visitor Center exhibit hall displays. Conduct interpretive hikes pertaining to the natural and cultural history of the Park. Conduct environmental programs with 4-H Clubs visiting the park. Design slide programs on selected environmental topics. Conduct water sampling programs for the public.

**Final Product or Outcome:** Several outcomes are anticipated including the public will gain an enhanced and informed visit to New River State Park, valuable training and assistance in learning methods to communicate stewardship to the public and program outlines will be completed and used by park staff aiding in the environmental education of public. *On-site housing may be available.*

**#75 (1) Kure Beach**

**Sea Turtle Management/Education Specialist, Parks and Recreation**

**Major(s):** *Biology, Environmental Education, Environmental Science/Studies, Marine Biology, Natural Resource/Coastal Management, Parks and Recreation Management or related majors*

**Project Objective:** To monitor, protect and promote the successful nesting of sea turtles along the park's five miles of undeveloped beach. To enhance the visitor's overall experience through educational programs focused on the Fort Fisher State Recreation Area's unique species of flora and fauna.

**Major Tasks:** Conduct early morning patrols of the beach to identify and record sea turtle activity; protect and post confirmed nests. Coordinate the volunteer nest sitting program. Present existing educational programs to the public. Develop and present new programs related to the natural resources of Fort Fisher SRA.

**Final Product or Outcome:** The intern will gain a working knowledge of natural resource management through participating in the protection of the endangered Loggerhead sea turtle. Park visitors will have a better understanding of nature and efforts to protect and

preserve natural resources. Park staff will have additional programming to continue educating the public.

**#76 (1) Raleigh**

**Fire Management Planning, Parks and Recreation**

**Major(s):** *Biology, Ecology, Forestry, Geography, Natural Resources, Natural Sciences, Planning*

**Project Objective:** To produce a standardized system-wide Fire Management Plan for all North Carolina State Parks, Nature Preserves, Natural Areas, and other properties under the direct management of N.C. State Parks.

**Major Tasks:** The intern will organize and lead meetings among property managers, planners and biologists; compile current "Wildfire Response Plans, Prescribed Fire Burn Plans, and Fire Management Plans"; and produce a standardized system-wide "Wildland Fire Management Plan" that integrates modern methods of the use of controlled burns for fuels and ecological management and suppression of uncontrolled ignitions of wildland fires.

**Final Product or Outcome:** A standard and practical "Wildland Fire Management Plan" template for all appropriate properties under the direct management of N.C. State Parks. The Division will be in a better position to plan for and respond to uncontrolled ignitions and the use of prescribed fire, with lower impacts upon natural resources.

**#77 (1) Raleigh**

**GIS Analysis and Infrastructure Support, Parks and Recreation**

**Major(s):** *Biology, Earth Sciences, Environmental Sciences, Fisheries and Wildlife, Forestry, Geography, Geographic Information Systems, Natural Resources, Parks and Recreation or related majors*

**Project Objective:** Support for GIS analysis and infrastructure of the Division of Parks and Recreation.

**Major Tasks:** Use of mapping grade GPS unit for collection of facilities and trails data in state parks. Post-processing of digital data to be integrated with GIS library and spatial database server. Diverse analysis and mapping support for Division programs, including trail site selection via spatial analysis, search and rescue maps and analysis methods for various state park units. Provide support in maintenance, upgrading and documentation of GIS digital library. Quality control and assurance of data entry in spatial database service. Make recommendations to improve current GIS infrastructure, analysis. Possible statewide travel to various state park units, including site visits in a wide variety of outdoor conditions.

**Final Product or Outcome:** Hands-on knowledge gained by intern in real-life applications of GIS/GPS in a natural resource-related field. Experience in group planning and translating institutional challenges into spatial analysis questions.

**#78 (1) Raleigh**

**Inventory, Monitoring, and Research Internship, Parks and Recreation**

**Major(s):** *Biology, Botany, Ecology, Entomology, Fisheries, Wildlife Sciences, Zoology*

**Project Objective:** The intern will assist the inventory biologist with inventory and monitoring duties on a variety of plant and animal taxa, at both existing and new state parks.

**Major Tasks:** The intern will survey for rare plants and animals, including reptiles, amphibians, mammals, birds, fish, mollusks, and arthropods.

**Final Product or Outcome:** The intern will be responsible for a portfolio of survey techniques used over the course of the summer, as well as input of all acquired into the Division of Parks and Recreation data system. The intern will also design a small-scale survey project at a park of his/her choosing.

**#79 (1) Raleigh**

**Park Design/Planning Support, Parks and Recreation**

**Major(s):** *Biology, Botany, Geology, Geographic Information Systems, Landscape Architecture, Natural Resources, Parks and Recreation or related majors*

**Project Objective:** Assist Park Planning and Design staff in developing site plans, general management plans, master plans and/or other planning-related documents for units within the state parks system which serve citizens of and visitors to North Carolina. Intern will gain experience in various aspects of the natural resource-based planning process and will have the opportunity to interact with other programs within the state parks system (construction, resource management, operations, trails, land acquisition, etc).

**Major Tasks:** Participate in meetings, assemble information, determine how to meet needs and goals presented, interact with Division and non-Division clients. Prepare and improve upon planning/design documents. Design sketches via hand and/or computer. Use of basic computer programs such as Word and Excel and possible use of ArcGIS 9.2 and Adobe InDesign for compilation of professional planning documents and spatial analyses. Possible statewide travel to various state park units, including site visits in a variety of outdoor conditions.

**Final Product or Outcome:** Increased productivity of plans and documents produced as part of the intern's active participation in the planning process. Improved professional quality of documents resulting from the intern's applied creative and technical skills and abilities.

**#80 (1) Swansboro**

**Sea Turtle Research Specialist, Parks and Recreation**

**Major(s):** *Biology, Coastal Ecology, Marine Biology, Natural Resource Management*

**Project Objective:** Loggerhead sea turtles are a threatened species that utilize Bear Island to nest. The objectives of this project are to collect, record, and

compile data on the nightly nesting activity of the turtles and provide educational opportunities to park visitors.

**Major Tasks:** The intern will conduct nightly patrols of three mile-long Bear Island to observe nesting female loggerhead sea turtles; patrol is carried out by ATV and four-wheel drive vehicles. Nesting females are tagged, measured and photographed. Confirmed nests are protected with a wire cage and a sign, and may be relocated if necessary. All data is recorded on appropriate nightly and annual reports. Educational programs are presented to the general public and camping groups as needed.

**Final Product or Outcome:** The intern will acquire a thorough knowledge and understanding of threatened loggerhead sea turtles; provide assistance in completion of the annual report on nesting activity to North Carolina Wildlife Resources Commission and annual tagging report to University of Florida; and compile yearly data into hard copy form and electronic databases and complete a yearly report on nesting activity to park staff. *On-site housing provided.*

#### #81 (1) Raleigh

**Recycling Graphics Intern,** Pollution Prevention and Environmental Assistance

**Major(s):** Art/Art Education, Digital Media, Graphic Design, Marketing, Media Arts, Public Relations

**Project Objective:** The Division of Pollution Prevention and Environmental Assistance is a non-regulatory division with three recycling campaigns: Recycle Guys (dancing cartoons aimed at ages 5-14), RE3.org (avant-garde campaign geared towards ages 18-34) and Recycle More NC (geared towards ages 35-55). Each campaign uses social marketing as a way to change behavior with the ultimate goal of recycling more material throughout the state.

**Major Tasks:** The intern will help create messages and graphics for the new Recycle More campaign. Responsibilities will include designing materials that reach a variety of media including print (brochures, fliers, newspaper ads, posters), web, cinema, billboards and video.

**Final Product or Outcome:** The intern will create graphics for all the campaigns as noted above. They will also create education material including but not limited to recycling table tent, fast food tray liner, recycling bin covers, etc.

#### #82 (1) Raleigh

**BMP (Best Management Practices) Average Cost Update,** Soil and Water Conservation

**Major(s):** Accounting, Agricultural Engineering, Agriculture, Animal Science, Business, Civil Engineering, Crop Science, Economics, Environmental Engineering, Environmental Science, Forestry, Natural Resources, Public Administration

**Project Objective:** Update the average cost estimates of components and practices funded through the N.C. Agriculture Cost Share Program.

**Major Tasks:** Collect and compile cost information for a variety of components included in typical agricultural best management practice installation (e.g., seed, fertilizer, fencing, pipe, concrete, gravel). Intern will interface with local soil and water conservation districts, the USDA Natural Resources Conservation Service, dealers of agricultural supplies and building materials, construction companies, and other states to collect necessary information. Intern will compile cost data using Excel or Access and recommend regional average costs for dozens of components. Present recommendations to Technical Review Committee and Soil and Water Conservation Commission. Intern will also have opportunity to visit agricultural operations and local conservation districts to see actual installation of best management practices.

**Final Product or Outcome:** Final product will be a list of recommended average costs to be considered by the Technical Review Committee and the Soil and Water Conservation Commission. Cost data will also be shared with federal agencies to assist with average cost updates for federal cost share programs.

#### #83 (1) Raleigh

**Assessing Management Strategy Effectiveness in Watersheds,** Water Quality

**Major(s):** Biology, Chemistry, Environmental Science, Civil or Environmental Engineering, Geology, Natural Sciences, Physics

**Project Objective:** To identify North Carolina streams monitored by the Division of Water Quality (DWQ) for biological integrity of the aquatic ecosystems that have improved. To identify North Carolina waters classified as Outstanding Resource Waters (ORW) that are not currently assessed or rated as excellent by DWQ, based on most recent monitoring results. Assess the status of management strategies in watersheds of the improved and ORW waters.

**Major Tasks:** Review DWQ biological stream monitoring/assessment data to identify stream segments that have improved and ORW waters that are not currently rated as excellent. Organize and compile improved waters and non-excellent ORW waters and identify watersheds for these two categories of waters. Research/investigate activities and management strategies within these watersheds and identify activities within the watersheds that could be contributing to either a water's improvement or decline.

**Final Project or Outcome:** Report that compiles and organizes all the biologically monitored waters in the state that have either improved or, of the ORW waters, those that are not currently rated as excellent; and identifies the watersheds associated with these waters and the management strategies occurring within these watersheds.



**#84 (1) Raleigh**

**Update/Verify GIS Information for Permitting Data, Water Quality**

**Major(s):** *Engineering (Civil, BioAg), Earth Sciences, Environmental Sciences, Geographic Information Systems, Geography, preferably with GIS applications experience*

**Project Objective:** To obtain a complete and accurate GIS data layer of all stormwater permit data for the Division of Water Quality.

**Major Tasks:** Use various resources to validate GIS data currently in the Division's stormwater permitting system and GIS data layers. Gather and enter applicable information where data is missing or found to be inadequate. Document process for validating data and entering new data to assure that future data entry will be complete. Develop new reports and GIS data layers necessary to support the functions of the stormwater permitting programs in the Division and also support other water quality programs.

**Final Product or Outcome:** Upgraded resource data related to stormwater permitting programs, allowing for more accurate mapping and location of permitted facilities across the state and more opportunities to relate permitting data to other Water Quality activities within the Division.

**#85 (1) Washington, N.C.**

**Riparian Buffer Restoration Analyst, Water Quality**

**Major(s):** *Biology, Botany, Ecology, Engineering, Environmental Science, Forestry, Natural Resource Management, Natural Sciences*

**Project Objective:** The Neuse and Tar-Pamlico River Riparian Buffer Protection Program requires the restoration of buffers impacted by the removal of vegetation through both authorized and unauthorized development. Intern will lead in the development of a new restoration evaluation program. Location of sites will be cataloged in a GPS database and sites evaluated for restoration status and effectiveness of restoration. Intern may assist in landowner education.

**Major Tasks:** Intern will lead in the development of a restoration evaluation project; identify restoration sites; catalog location of sites in a GPS database; evaluate each site for restoration status and effectiveness of restoration effort; and file searches for restoration site locations.

**Final Product or Outcome:** Permanent protection of restored and protected riparian areas across the state. Work products will include restoration status reports and photographic documentation describing site conditions and a GPS database of site locations. Creation of database on most effective plant species and sizes, locations and restoration types to be used for recommendations on future restoration sites.

**#86 (1) Pisgah Forest**

**Aquatic Resource Educator, Wildlife Resources Commission**

**Major(s):** *Biology, Conservation Biology, Environmental Education, Fisheries, Natural Science, Natural Resource Management, Parks and Recreation, Science Education, Wildlife/Wildlife Biology, Zoology*

**Project Objective:** The primary purpose of the Division of Conservation Education is to administer and coordinate educational programs designed to facilitate the conservation of the state's wildlife and other interrelated natural resources and the environment humans share with these resources. The intern will teach existing programs to the Pisgah Center for Wildlife Education's program participants and interpret the exhibits to the center visitors.

**Major Tasks:** Teaching programs to children (pre-K through high school), visitor enhancements thru exhibit interpretation, and aquatic exhibit upkeep.

**Final Product or Outcome:** Increase number of aquatic education programs that can be offered free to the public. As a valued member of the Education Center team, the intern will gain real world experience in a non-formal setting teaching hands-on programs and knowledge in aquatic resource education.

**#87 (1) Raleigh**

**Landscape Designer, Wildlife Resources Commission**

**Major(s):** *Botany/Plant Pathology, Environmental Engineering, Environmental Science, Fisheries and Wildlife, Horticulture, Landscape Design, Resource Management, Parks and Recreation*

**Project Objective:** Develop and implement a planting plan to improve the existing detention wetland, two rain gardens and a one-quarter acre woodlot. These native plant gardens with wildlife-attracting features play a major role in the Centennial Campus Center for Wildlife Education's educational programming as well as in stormwater treatment.

**Major Tasks:** Review existing landscape plans and make recommendations for adding, replacing or modifying existing native plants. Work with the director, educators and volunteers to implement recommendations, including the removal of invasive plants that are threatening our native plants. Help to design and place plant labels in the rain gardens and wetland. Create brochures or factsheets for the public that explain the wildlife value of various native plants growing on our site. Design a butterfly garden or planting plan that would help us attract more butterflies to our site. Make suggestions for improving or adding more wildlife attracting features.

**Final Product or Outcome:** The rain gardens and wetland will have healthier plant communities and will inspire individuals and groups to create their own native plant gardens for wildlife. Center visitors will be better able to identify native plants and their wildlife values. The



gardens will attract more butterflies and other small animals for visitors to observe and enjoy.

**#88 (1) Raleigh**

**Fisheries and Wildlife Educator**, Wildlife Resources Commission

**Major(s):** *Biology, Environmental Education, Fisheries and Wildlife, Parks and Recreation, Science Education, Zoology*

**Project Objective:** Develop, prepare and teach summer programs for children and youth that focus on fisheries and wildlife resources. Most programs will be held at the Centennial Campus Center for Wildlife Education and will deal with typical urban wildlife species. Fishing programs are taught at the fishing piers on Lake Raleigh. Distance learning programs are taught at our education center in the videoconferencing studio.

**Major Tasks:** Teach classes on freshwater fishing, tracking and live-trapping wildlife, nature photography and hunting ethics. Assist center educators with preparation and setup of equipment and outdoor study areas. Develop and write lesson plans for new programs under the guidance of center educators. Prepare and teach distance learning programs and assist with educational website development projects. Participate and lead others in citizen science projects such as box turtle tracking with radio telemetry.

**Final Product or Outcome:** The children and youth who attend the summer programs will develop basic skills and ethics in fishing, hunting and wildlife watching. Older students will develop field research skills in identifying wildlife and inventorying populations. All program participants will learn more about how fisheries and wildlife are managed in our state.

**#89 (1) Asheboro**

**Elephant Behavioral Study**, N.C. Zoo

**Major(s):** *Anthropology, Biology, Ecology, Evolutionary Biology, Psychology, Veterinary Medicine, Zoology*

**Project Objective:** To evaluate the behavior of the N.C. Zoo's elephants and make recommendations for changes to elephant management, if areas for improvement are identified.

**Major Tasks:** The intern will record behavioral data on the N.C. Zoo's elephants and summarize the data. Data collection will require observing elephants over the course of the day and entering information into a handheld computer. Observations may be conducted both from the public viewing area and in non-public areas. An intern should be prepared to work long hours outside in potentially very hot weather and may be required to work on weekends.

**Final Product or Outcome:** The intern will produce an analysis of the behaviors engaged in by the N.C. Zoo's elephants and at what frequency. *On-site housing may be available.*

**#90 (1) Asheboro**

**Veterinary Technician Internship**, N.C. Zoo

**Major(s):** *Pre-Vet, Veterinary Technician*

**Project Objective:** To gain hands-on experience in exotic animal veterinary medicine providing the intern with the knowledge and skill for a career path in non-domestic animal medicine.

**Major Tasks:** Assisting zoo veterinarians and veterinary technicians in providing medical care to a variety of birds, reptiles, amphibians, fish and mammals that are housed at the N.C. Zoo. The intern will perform veterinary assistance during medical procedures such as taking and developing digital x-rays, starting IV fluids, drawing blood, preparing for surgery, analyzing lab samples, feeding and medicating animals, cleaning animal enclosures, performing data entry and maintaining facilities. The intern must have had a negative TB test in the last six months, the rabies vaccination series and (if hands-on experience is desired with primates) must also have the Hepatitis B vaccination. Intern must be able to lift 50 lbs. and be able to perform microscopic analysis.

**Final Product or Outcome:** Intern will gain knowledge and skills providing medical assistance in a zoological setting. Intern will be required to research a topic related to zoo animal medicine and present the results to veterinary staff. *On-site housing may be available.*

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**GENERAL ASSEMBLY**

**#91 (2) Raleigh**

**Legislative Intern**, N.C. House of Representatives

**Major(s):** *American History, Government, History, Political Science, Pre-Law or related majors*

**Project Objective:** To provide insight into North Carolina's Legislative process. The internship will provide students interested in legislative work a hands-on perspective of state government.

**Major Tasks:** The Legislative Intern provides administrative, research and technical support to a House of Representative Member's office. Work is focused on research for a variety of legislative and complex constituent issues. At the request of the Member or supervisor, the intern may research and provide analysis on various issues and may draft summaries of legal or policy research that address the specific situation. The intern may work to resolve Member or constituent concerns; work with central General Assembly staff on issues of interest to the Member; and may assist the Member in researching issues before the General Assembly. The intern will review research and verify accuracy with the Member or supervisor. Work is performed independently but under general supervision.

**Final Product or Outcome:** The intern will have a first-hand understanding of the Legislative process at the state level. Interns should exit the program with a portfolio of work and an index of contacts that will serve them well in future working endeavors.

**#92 (1) Raleigh**

**Legislative Research Assistant, Senate**

**Major(s):** *Economics, English, Law, Political Science, Public Policy*

**Project Objective:** Intern will be assigned to work directly with a member of the Senate to provide research assistance and conduct legislative and in-depth public policy research that will assist legislators in evaluating issues as well as proposed and pending legislation. Intern will also be asked to perform tasks such as constituent communications and assist Senators in the performance of their duties. Intern will be expected to attend committee meetings and daily Senate sessions.

**Major Tasks:** Research substantive legislative budgetary issues; collect and compile data and information regarding particular legislative issues; research individual concerns and issues raised by constituents and offer suggestions for courses of action or resolution of problems; communicate with members of the public and interest groups on behalf of the Senator; and track specific legislation.

**Final Product or Outcome:** Completion of projects as assigned by the Senator and an enhanced overall understanding of the legislative process through observation of and participation in the entire legislative process.

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**OFFICE OF THE GOVERNOR**

**#93 (1) Washington, D.C.**

**Congressional Assistant, Intergovernmental Relations**

**Major(s):** *History, Journalism, Law, Political Science, Pre-Law, Public Policy, Public Relations or related majors*

**Project Objective:** To assist the N.C. Washington Office (NCWO) staff as the primary liaison for the Governor, the Raleigh policy staff, the state cabinet and sub-cabinet policy-level officials with the North Carolina Congressional delegation and staffs. To provide the intern with a substantive learning experience in the basic workings of Congress while making important contributions to the NCWO.

**Major Tasks:** To provide quality assistance to the NCWO staff carrying out the duties of the Governor's office. To provide the intern with a quality learning experience about state-federal relations by participating in a wide range of governmental activities, which include reading and studying legislation, proposed regulations, governmental and political journals, attending and reporting on hearings, briefings, mark-ups and debates in committees as well as select non-governmental organizations seeking to influence legislation that will be of benefit to NCWO staff. The intern will learn the basics of the Congressional appropriations system by which the government is funded year to year. The intern will also accompany NCWO staff to visits with congressional staff and to interact and witness discussion about various issues with Members of Congress and Senators.

**Final Product or Outcome:** An internship that provides substantive value to the intern while assisting the NCWO staff in tasks that will be of lasting value for the state. An internship that offers the intern to enjoy the unique Washington, D.C., culture while learning ways of effectively dealing with Congress on behalf of the state or other public and private clients.

**#94 (1) Raleigh**

**Intergovernmental Relations Intern, Intergovernmental Relations**

**Major(s):** *Business, Communications, Criminal Justice, Economics, Government, Humanities, Political Science, Public Policy*

**Project Objective:** Intern will be responsible for drafting correspondence, as well as editing briefings for the Governor; spear-heading initiatives that advance the Governor's strategic objectives; monitoring and advising senior staff regarding legislation pertaining to local governments as it goes through the legislature; and assisting with the implementation of strategic public affairs scheduling for high ranking Perdue Administration officials. The intern must display superior writing and organizational skills.

**Major Tasks:** The intern will report directly to the Director of Intergovernmental Affairs and work on a weekly basis with the Directors of the Governor's Regional offices (Charlotte, New Bern and Asheville).

**Final Product or Outcome:** Will vary depending on needs of the Intergovernmental Office and the skills and interests of the intern.

**#95 (2) Raleigh**

**Legal Intern, Legal Counsel Office**

**Major(s):** *Law*

**Project Objective:** The primary purpose is to assist the attorneys in the Governor's Legal Counsel Office with research and writing for legal issues related to the Office of the Governor.

**Major Tasks:** Assist in research and writing on various legal issues affecting the Office of the Governor, including drafting legislation, executive orders, and legal memoranda; reviewing bills and case law; and attending meetings, hearings, and other relevant events.

**Final Product or Outcome:** Legal memoranda on various topics of law affecting the Office of the Governor, and other legal research and advice.

**#96 (1) Raleigh**

**Press Intern, Press Office**

**Major(s):** *Communication, Journalism, Political Science, Public Policy*

**Project Objective:** Intern will assist the Governor's Press Office staff in its duties as a liaison between the Governor and her staff, the press and the public, by keeping them informed on matters of interest. The intern will help write, edit and distribute press releases, research

relevant policy issues and media questions, and help prepare for media events and conferences.

**Major Tasks:** Writing news releases announcing Governor's appointments to boards and commissions; researching policy issues; preparing briefing memos; coordinating events involving the Governor, such as press conferences, media events and speeches; providing background information for press inquiries; and helping to update the Governor's Office web site.

**Final Product or Outcome:** The intern will receive a working knowledge of the functions of government public affairs and a better understanding of media and public relations in a government setting.

#### #97 (1) Raleigh

**Policy Intern, Policy Office**

**Major(s):** *Business, Communication, English, Government, Humanities, Human Resources, Journalism, Political Science, Public Health, Public Policy*

**Project Objective:** The intern will actively participate in the Governor's Policy Office, working to develop and advance the Governor's policy agenda. The intern may focus primarily on a particular policy area, depending on the needs of the policy office and the interests of the intern. Potential policy areas include but are not limited to environment, crime, human services, health, economic development, education, homeland security and related issues. The intern will have the opportunity to work on specific policy issues with the Governor's Policy Office staff, the Governor's legislative staff, staff of Cabinet agencies, nonprofit organization representatives, interest group representatives and others.

**Major Tasks:** Short- and long-term research projects; policy-related correspondence; help with convening meetings for the Governor's Office; preparing for, attending and reporting on outside meetings for the Policy Office; and outreach to the public and others on the Governor's policy initiatives.

**Final Product or Outcome:** Will vary depending on needs of the Policy Office and skills/interests of the intern. Examples include: best practice research paper on a pressing policy issue; briefing memo(s) for the Governor and senior staff; an event or series of meetings convened by the Governor's Office.

### OFFICE OF THE LIEUTENANT GOVERNOR

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#### #98 (1) Raleigh

**Policy Intern, Office of Lieutenant Governor**

**Major(s):** *Communications, English, History, Political Science, Pre-Law, Public Policy*

**Project Objective:** The intern will assist with critical functions to the Office of the Lt. Governor, including policy research, briefs, reports and speeches; staffing events for the Lt. Governor; staffing General Assembly committee meetings; and providing constituent services. Intern will

engage in hands-on work, including representing the Lt. Governor's Office to the public.

**Major Tasks:** Daily duties include compiling news briefs from the state's major news sources, updating county information prior to the Lt. Governor's trips to various communities, creating briefs to inform the Lt. Governor of issues pertinent to upcoming events and engaging in various research-based tasks to keep the Lt. Governor's staff up-to-date on current issues affecting the state. Other duties include responding to constituent questions, establishing relationships with various state/private organizations and attending legislative sessions.

**Final Product or Outcome:** The intern will gain valuable, real-world knowledge of both the nature and the impact of state government, hone time-management and writing skills and experience a genuine feeling of civic participation within state government.

### HEALTH AND HUMAN SERVICES

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#### #99 (1) Black Mountain

**Design a Walking/Wheelchair Meditation Labyrinth, Mental Health/Developmental**

**Disabilities/Substance Abuse Services (MH/DD/SAS)**

**Major(s):** *Architecture, Art/Fine Arts, Design, Engineering, Landscape Architecture, Parks and Recreation, Psychology, Recreation, Religion*

**Project Objective:** The intern will design and propose a means of implementing a walking/wheelchair accessible meditation labyrinth for the residents of Black Mountain Neuromedical Treatment Center.

**Major Tasks:** The intern will evaluate the spatial requirements of the labyrinth, the available environment for the labyrinth, the placement, considering access to the labyrinth, the environmental analysis of the project, and the methods of creating the labyrinth.

**Final Product or Outcome:** The intern will present at the end of the internship a proposal for a walking/wheelchair accessible labyrinth on the grounds of Black Mountain Neuromedical Treatment Center, or a portable labyrinth. The proposal will include a design, materials list, budget and plan.

#### #100 (1) Black Mountain

**Life Story Enhancement, MH/DD/SAS**

**Major(s):** *Art/Fine Arts, Art Education, Education, English, Geriatrics, Health and Wellness, History, Information Systems, Literature, Psychology, Sociology*

**Project Objective:** To develop a comprehensive presentation that can be used by a Black Mountain Neuromedical Treatment Center staff member to prompt memories regarding an individual's life story. The residents are individuals with dementia including Alzheimer's disease who have displayed combative and aggressive behaviors. The media used might include photography, video, print or other resources. The project will interweave personal histories as reported by family



members, conversations with the resident, visits to the individual's home community and information gathered through a review of chart records.

**Major Tasks:** Complete interviews with the resident's family, review of medical records, visits to the home community of the resident, meeting with an interdisciplinary care plan team as well as one-on-one interactions with the resident, to understand the needs of the resident. Material will be compiled in a format that can be used to remind the resident of her or his life story and to affirm the resident's personal history.

**Final Product or Outcome:** The final product will include both the refinement of the process used to develop the material as well as a bibliographic presentation of the life story of the resident. The final product will be either a video or print biography of residents on the unit.

#### #101 (1) Black Mountain

##### **On the Job Experience in Creative/Expressive Arts Program, MH/DD/SAS**

**Major(s):** *Art/Fine Art, Art Education, Drama/Theatre, Education, Human Services, Psychology, Recreation, Special Education*

**Project Objective:** The intern will contribute to the daily activities offered through the Creative/Expressive Arts Program in a residential facility for adults with developmental disabilities and Alzheimer's disease. The intern will assist in producing a theatrical event using staff and residents of the Black Mountain Neuromedical Treatment Center.

**Major Tasks:** The intern will work with individuals and groups of residents under the supervision of the Creative/Expressive Arts specialists. The intern will assist residents with participating in painting, visual arts, dancing (including in wheelchair), drumming circles and acting. The intern will also assist in documenting and maintaining products of the program such as art work, photos, stories, CDs and videos.

**Final Product or Outcome:** The intern will present an interactive presentation reflecting the intern's particular artistic interest in working with the residents.

#### #102 (1) Black Mountain

##### **On the Job Experience in Psychology with Aging People with Alzheimer's Disease and Other Dementias, MH/DD/SAS**

**Major(s):** *Adult Education, Counseling, Education, Geriatrics, Health/Health Education, Human Development, Human Services, Neuroscience, Psychology, Pre-Med, Pre-Pharmacy, Public Health, Recreation, Social Work, Sociology*

**Project Objective:** Participate in the daily activities of the psychology department at a residential facility for individuals with Alzheimer's disease and other dementias, who are experiencing behavioral disturbances as a consequence of their neurological disease. The primary

objectives are to immerse the intern in the demands and activities of the practice of psychology and to provide the intern an opportunity to make a significant contribution to the care of a particular resident.

**Major Tasks:** Develop meaningful relationships with residents based on interaction, history review, participation in care planning and psychological treatment. Participate in individual treatment planning and assessment. Learn relevant clinical skills for treatment, including positive behavior supports, applied behavior analysis, sleep management, environmental management, assessment of emotional and behavioral health, and appropriate interactive skills. Learn effective data collection, data analysis and presentation, clinical observation and professional consultation skills. Attend psychology staff meeting, trainings, case reviews and problem analysis meetings. Develop one significant behavioral intervention plan, prepare written presentation and train staff in implementation.

**Final Product or Outcome:** A case review, including a behavioral analysis and positive behavior support intervention, and self-assessment of the behavior plan, training, and effectiveness of the plan will be presented at the conclusion of the internship.

#### #103 (1) Black Mountain

##### **Pharmacological Assessment and Care of Individuals with Developmental Disabilities, MH/DD/SAS**

**Major(s):** *Biology, Chemistry, Pre-Med, Pre-Pharmacy or related majors*

**Project Objective:** With guidance from staff pharmacologists, follow specific residents' pharmacological and medical care to participate in the development of a care plan, follow the application of the plan, and participate in assessing the effectiveness of the pharmacological intervention of a particular resident who has developmental disabilities. Learn basic principles of pharmacology and pharmacological care, and principles of pharmacology specific to the population of individuals with developmental disabilities.

**Major Tasks:** Attend care planning meetings, review chart documentation, consult with pharmacology, psychology, and medical staff to participate in the assessment of concerns and the development of pharmacological interventions, and the assessment of those interventions. The intern will collect pertinent data, work with professional staff to present the data effectively, and participate in the process of assessment, treatment and evaluation of treatment efficacy for a limited number of specific residents.

**Final Product or Outcome:** The intern will present a case review of a specific resident, including a presentation of the background, presenting issues, process of treatment planning, implementation of the pharmacological intervention, and assessment of the



efficacy of the intervention, to a group of professionals and peers at the conclusion of the internship.

**#104 (1) Butner**

**Volunteers Intern, MH/DD/SAS**

**Major(s):** *Education, Human Services, Journalism, Liberal Arts, Psychology, Public Relations, Recreation, Sociology, Social Work, Special Education*

**Project Objective:** To provide a positive learning experience for Volunteers and the intern while providing service to mentally ill patients. Volunteers should gain job skills, insight to future careers and an appreciation for volunteerism and community service.

**Major Tasks:** The intern will function as Director of the Volunteer Program with assistance from the Volunteer Services Director and/or coordinators. Major tasks will include coordinating and managing Central Regional Hospital's Volunteer Program; recruiting, orientating, placing and supervising Volunteers; developing work assignments; planning and implementing learning activities such as field trips, recreation activities, special events, lectures, etc; planning and implementing a recognition/graduation ceremony recognizing Volunteers and staff supervisors; and developing or updating a handbook and other program materials.

**Final Product or Outcome:** Teens 14-16 years old will successfully complete Central Regional Hospital's Volunteer Program. The Volunteers will write a 150-word essay and produce a scrapbook reflective of their experience as volunteers. The intern will write a 300-word essay and produce a scrapbook or complete a media project reflective of his/her experience as an intern to be used as a training tool for future interns.

**#105 (1) Kinston**

**Improving Treatment Outcomes of Diabetic Patients Through Education and Pharmacist Interventions, MH/DD/SAS**

**Major(s):** *Nursing, Nutrition, Pharmacy/Pre-Pharmacy, Pre-Med*

**Project Objective:** To improve the outcomes of treatment for individuals with diabetes and to screen for those individuals who are at risk for developing diabetes.

**Major Tasks:** The intern will participate in diabetes screening clinics for Caswell Center employees; educational programs and workshops concerning various topics on diabetes care; pharmacist conducted patient interviews for employees and clients who have been diagnosed with diabetes or are at risk for developing diabetes; review of patient charts with opportunities to make treatment recommendations; and learning the standards of care in diabetes and clinical practice recommendations according to the American Diabetes Association.

**Final Product or Outcome:** Confirm that through education and pharmacist interventions one can improve treatment outcomes for those individuals with diabetes

and possibly delay/prevent the development of diabetes in those who are at risk. Baseline and follow-up patient surveys will be evaluated along with patient's progress towards achieving the clinical goals set by the American Diabetes Association. *On-site housing may be available.*

**#106 (1) Morganton**

**Exceptional Equestrians Special Programs Intern, MH/DD/SAS**

**Major(s):** *Animal Science, Education, Equestrian Science, Occupational Therapy, Physical Therapy, Pre-Med, Pre-Vet, Psychology*

**Project Objective:** Improving educational and therapeutic services to residents at the J. Iverson Riddle Developmental Center and others in the community. The Exceptional Equestrians (EE) program uses the horse for therapy and education of persons of all ages and abilities. Special summer activities such as cart rides, trail rides, and camps, give EE participants more opportunity to increase the mental, physical, emotional and social benefits of horseback riding and related activities. The intern will design a research project that will measure the increased benefits of therapeutic horseback riding resulting from these special activities.

**Major Tasks:** This intern will consult and work closely with world-renowned researchers for data design, collection, and presentation to facility staff, volunteers, and others. S/he will observe and assist with sessions for persons with mental, physical, and emotional disabilities as well as a large group of youth volunteers who assist with EE activities.

**Final Product or Outcome:** This project will help to validate the significant benefits of therapeutic horseback riding as the field becomes further recognized as an outstanding means of improving the lives of person with disabilities. The final product will be printed resource information for those in therapeutic horseback riding and related fields and will be used by other riding programs, schools, and other therapeutic and educational institutions.

**#107 (1) Morganton**

**Volunteer Program Intern, MH/DD/SAS**

**Major(s):** *Communication, Education, Human Services, Sociology or related majors*

**Project Objective:** The Volunteer Program matches youth-aged volunteers with staff and/or residents at the J. Iverson Riddle Developmental Center, a residential facility for people with mental retardation and other types of developmental disabilities, to educate youth about people with disabilities and to expose them to how the residents live their lives. The program teaches the youth job skills, increases self confidence and promotes volunteerism within the community.

**Major Tasks:** The intern is responsible for the general management of up to 70 Volunteers, including monitoring their daily activities; being a mentor/role model for the

youth; matching youth to volunteer sites; coordinating weekly meetings, field trips, lectures and special events; developing bi-monthly newsletter for Volunteens and supervisors; evaluating the program; managing the program budget; and documenting volunteer hours. Another pertinent task is to document the program through video and/or photograph to create a scrapbook and video presentation that will be used for reflection and an educational tool.

**Final Product or Outcome:** The outcome of the Volunteen program is to provide career exploration, positive job skill development, awareness of developmental disabilities and to provide a safe and educational environment for the youth. The final product created by the intern will be a scrapbook and video reflecting different job sites and the experiences of the youth volunteers.

## JUDICIAL BRANCH

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**#108 (8) Raleigh**

**Court of Appeals Intern, Appellate**

**Major(s):** *Law*

**Project Objective:** Assist in research and writing of memoranda for Judges of the N.C. Court of Appeals for use in resolving and deciding cases before the Court.

**Major Tasks:** Read and digest record on appeal and appellate briefs. Research appropriate legal arguments and issues. Discuss cases with Judges and research assistants. Assist in preparation of draft opinions and bench briefs. Check legal citations.

**Final Product or Outcome:** Draft opinions, bench briefs, and other legal memoranda.

**#109 (2) Raleigh**

**Law Clerk, Supreme Court**

**Major(s):** *Law*

**Project Objective:** Assist in research and writing of memoranda for Justices of the Supreme Court for resolving and deciding cases pending before the Supreme Court.

**Major Tasks:** Read and comprehend appellate briefs and records on appeal. Research appropriate legal arguments and issues. Discuss cases with Justice and research assistants. Assist in the preparation of opinions of cases already argued. Prepare bench briefs for cases scheduled for argument. Complete special projects as requested by the Justice.

**Final Product or Outcome:** Drafts of opinions and preparation of bench briefs.

## JUSTICE

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**#110 (1) Raleigh**

**Design and Development of Law Enforcement Applications, Information Technology**

**Major(s):** *Computer Programming, Computer Science, Information Technology, Software Engineering, Web Design/Development*

**Project Objective:** Designing and developing cutting-edge applications that will update how Department of Justice personnel perform their duties across the state. The success of this project is crucial to the Information Technology mission to keep development environments on the most up-to-date and efficient platforms available.

**Major Tasks:** Re-engineer/rewrite computer applications from their current legacy platform to web-based platforms.

**Final Product or Outcome:** Consolidation and/or retirement of several legacy applications to new, more manageable and efficient web-based platforms. Intern will be required to meet with and acquire information from many different levels of staff ranging from top executives in the Attorney General's office to staff management, as well as daily office staff across many different sections.

**#111 (1) Salemburg**

**Analysis of N.C. SWAT Related Shootings and After Action Reports, Justice Academy**

**Major(s):** *Criminal Justice, Law Enforcement, Sociology, Statistics; All majors considered*

**Project Objective:** Catalog a list of all SWAT related shootings occurring in North Carolina from 2000-2010. Determine the need to develop a uniform SWAT After Action Report that can be used statewide and determine an appropriate place to store and centralize a record of these incidents for information sharing between the Justice Academy and law enforcement agencies.

**Major Tasks:** With the assistance of the N.C. Justice Academy (NCJA) SWAT Coordinator, the intern will develop an online survey instrument, solicit the assistance of state law enforcement agencies to complete the survey, and format the criteria into a statistical report of the findings. The intern will determine what criteria the agency is currently utilizing in regards to an After Action Report, if any, and will gather data as to what specific agencies would be interested in the development and use of such information.

**Final Product or Outcome:** This information will assist NCJA trainers in better understanding the aspects of how, when and why these shootings most often occur, what times of the day or night they occur, what caliber weapons were most often used, what type of incident most often results in SWAT using deadly force, what type of tactics were used, what equipment was available, and what contributed to the survival or failure of the mission. *On-site housing may be available.*

## JUVENILE JUSTICE AND DELINQUENCY PREVENTION

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#112 (2) Concord

**Social Work Internship**, Treatment and Education Services

**Major(s):** *Behavioral Science, Criminal Justice, Human Services, Psychology, Social Work, Sociology*

**Project Objective:** The Cabarrus Youth Development Center is one of four newly constructed facilities for confined juvenile offenders. The facility operates under a therapeutic model of care that was piloted for three years in The Jackson Project with the assistance of two prior summer interns. Under the model of care, staff work to teach youth pro-social skills throughout the day through structured role plays, while also addressing other psychosocial factors (educational and vocational deficits, family problems, poor problem-solving skills, criminal values and beliefs, etc.) known to increase their risk for continued involvement in criminal activity. The aim is to broaden the youth's repertoire of pro-social skills to enhance their likelihood of success by the time of release.

**Major Tasks:** The intern will work closely with a treatment coordinator and will assist with case management, including service planning, as well as assist in leading monthly multidisciplinary service planning team meetings and weekly clinical staffings, wherein a youth's progress is monitored, and through which treatment goals and strategies are adjusted.

**Final Product or Outcome:** By the completion of the 10-week internship, interns will have a better understanding of the complex social work issues involved in the treatment of at-risk youth, as well as improved case management skills.

## LABOR

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#113 (1) Raleigh

**Legal Affairs Intern**, Administration

**Major(s):** *Law*

**Project Objective:** To assist the attorneys in the Legal Affairs Division (LAD) in the representation of the N.C. Department of Labor (NCDOL) and the State of North Carolina. The LAD consists of two attorneys and a paralegal, and the attorneys act as in-house counsel for the Commissioner of Labor and the various bureaus and divisions within the NCDOL. In addition, the LAD coordinates litigation brought on behalf of the Commissioner of Labor with the N.C. Attorney General's Office Labor Section.

**Major Tasks:** Assist in research and writing on various legal issues affecting NCDOL, including drafting potential legislation and administrative rules involving the various bureaus and divisions within the NCDOL. Attend agency meetings, Rules Review Commission hearings, legislative hearings, and other assorted meetings regarding matters that affect the NCDOL.

**Final Product or Outcome:** Legal memoranda on various topics of law affecting the NCDOL, and other legal research and advice.

#114 (1) Raleigh

**Bilingual Agricultural Safety and Health Educator**, Occupational Safety and Health

**Major(s):** *Biology, Education, Pre-Med, Public Health, Spanish*

**Project Objective:** Conduct bilingual safety training on North Carolina farms, educating farmers and farmworkers about workplace safety issues. The safety focus will be two-fold: the Hazard Communication standard, and Green Tobacco Sickness (GTS). The Agricultural Safety and Health Bureau created a DVD in 2009 on these two topics, and the intern will use this DVD as the first educational tool, but will be expected to find the best ways to deliver the message using the DVDs and to create supplemental materials.

**Major Tasks:** Conducting bilingual training (Spanish/English) using a recently created DVD. Create training materials to accompany training DVD.

**Final Product or Outcome:** Approximately 500 workers will be taught the target topics in diverse areas throughout the state. Training will be team-taught, with the intern as a part of the team.

## REVENUE (continued on page 40)

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#115 (1) Charlotte

#116 (1) Fayetteville

#117 (1) Greensboro

#118 (1) Hickory

#119 (1) Wilmington

**Unauthorized Substance Tax Enforcement Agent Internship**, Unauthorized Substance Tax Division

**Major(s):** *Accounting, Business, Criminal Justice*

**Project Objective:** To provide interns with growth opportunities in their field of study and to provide the Department of Revenue assistance in collecting unauthorized substance taxes owed to the state, as well as introducing the agency and its daily operations to future qualified applicants.

**Major Tasks:** Interns will work in a support position with agents assigned to the Unauthorized Substances Tax Division of the Department of Revenue; assist in locating assets through the use of computerized data systems; contact employers and prepare garnishments for seizure of employment funds; and prepare written correspondence and speak with taxpayers by phone, answering questions associated with the tax schedule. Furthermore, interns will ride along on raids and "knock and talks," assisting the agent with forced seizure procedures associated with the seizure of property from drug dealers in the state.

**Final Product or Outcome:** The state will benefit by having additional quality help in a rapidly growing division



and by recruiting potential future agents. Interns will benefit by gaining exciting and detail-oriented work experience, as a member of a team of the nation's best at collecting taxes from individuals identified as drug dealers.

## STATE ETHICS COMMISSION

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**#120** (1) Raleigh

**State Ethics Intern**, State Ethics Commission

**Major(s):** Law, Political Science, Pre-Law, Public Administration

**Project Objective:** To contribute to the Ethics Commission's overall mission of protecting the public interest and maintaining the public trust by assisting with discrete research projects designed to enhance the public and regulated community's understanding of the requirements of the Ethics Act and Lobbying Law. Intern will learn about state government, including the N.C. General Assembly and numerous state agencies, ethical principles applicable to public officials, including conflict of interest, gifts restrictions and financial disclosure requirements, and legal restrictions pertaining to lobbyists and the businesses they represent.

**Major Tasks:** Intern will conduct research concerning the interpretation of conflicts of interest, gifts ban, and lobbying reporting provisions and assist with the financial disclosure evaluation process. Intern will conduct comprehensive research regarding complaints procedures used by other state agencies, including attending agency hearings as necessary. Intern will review state law to develop a collection of relevant state laws and regulations that establish ethical standards for public officials and the lobbying community. Intern will also attend legislative hearings as necessary.

**Final Product or Outcome:** Intern will draft research memoranda and an analysis and outline of recommended hearing procedures. Intern will contribute to a website overview of related laws and policies.

## OFFICE OF STATE PERSONNEL

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**#121** (1) Raleigh

**HR/Employment Website Development**, Consulting Group 1

**Major(s):** Business, Communications, Human Resources, Marketing

**Project Objective:** Design/create a comprehensive employment portal for state government capturing information for applicants, current employees, and human resources professionals.

**Major Tasks:** Review current employment website; develop basic understanding of information needs for different stakeholders; research trends for human resources websites; create proposals to revise website to increase functionality and navigability and enhance state government image.

**Final Product or Outcome:** Prototype of employment portal that can be incorporated into overall Office of State Personnel website.

## STATE TREASURER

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**#122** (1) Raleigh

**Communications Intern**, Communications Office

**Major(s):** Communications, English, Journalism, Public Relations

**Project Objective:** The Communications Intern will provide support to the Department of State Treasurer's communications department.

**Major Tasks:** Activities include scanning the news regularly, assisting with public records requests, assisting in all aspects of internal and external communications for the Department, managing media databases and writing and research projects as assigned.

**Final Product or Outcome:** The intern will gain experience in working with media, managing department communication, and creating communications materials from concept to completion. Intern will also manage the tracking of all media from daily news searches to the logging of all print and television clips to create an up-to-date library of news clips.

**#123** (1) Raleigh

**Retirement Systems Marketing Communication**, Retirement Systems

**Major(s):** Communication, Mass Communication, English, Marketing, Public Relations

**Project Objective:** To transform survey data into a successful marketing campaign that educates and informs Generation-Y and Generation-X employees on the benefits of retirement and financial planning.

**Major Tasks:** The intern will review and analyze survey and focus group data from a recent 2009 Retirement Systems study; design a marketing campaign that targets a specific audience; write key messages and newsletter articles that target a specific audience; and develop metrics to measure effectiveness of the messaging and the delivery method.

**Final Product or Outcome:** The delivery of a focused marketing campaign that enhances Retirement Systems members' understanding of retirement benefits, and the benefits of financial planning. The responses will yield a more behavior-based, customer-focused communication practice differentiating by age categories, vested status, employment status, and other identifiers to be determined.



## TRANSPORTATION

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### #124 (1) Raleigh

#### **Communications Intern**, Communications Office

**Major(s):** *Communications, English, Journalism, Political Science, Public/Media Relations*

**Project Objective:** To provide the intern an understanding of how the N.C. Department of Transportation, state government and the media operate, as well as the daily responsibilities of communications professionals in the public sector. The intern will assist the Communications Office staff with internal and external communications efforts and other activities to keep the media, public and employees informed about the Department's operations and initiatives.

**Major Tasks:** Draft news releases, briefing memos, speeches, employee newsletter articles, publications and other written materials for the department and transportation officials. Conduct research on a variety of transportation issues. Assist with compiling daily news clips. Help plan and attend events and meetings on behalf of the office as needed. Assist with web site and social networking updates.

**Final Product or Outcome:** The intern will have writing samples to include in a portfolio, demonstrated experience meeting deadlines in a high-profile state government communications office and a working knowledge of public relations in a government setting.

### #125 (1) Raleigh

#### **Geotechnical Database Management, Data Collection and Analysis**, Highway

**Major(s):** *Civil Engineering, preferably geotechnical/foundation emphasis*

**Project Objective:** To help manage geotechnical database, collect design and construction related data. The intern will have the opportunity to learn foundation design and construction related works. The goals are developing useful design references to reduce engineer design time and construction cost.

**Major Tasks:** The intern will collect structure loads for bridge foundation design and field pile driving analyzer test data and conduct data reduction/analysis and data management.

**Final Product or Outcome:** The intern will help management develop design reference useful for the daily design work based on the results from the collected data through data reduction/analysis process.

### #126 (1) Raleigh

#### **Process Improvement, Management Studies and/or Organizational Assessment Projects**, Technical Services

**Major(s):** *Business Administration, Industrial Engineering, Industrial/Organizational Psychology, Organizational Development, Public Administration or related majors*

**Project Objective:** The intern will assist in the delivery of services provided by the Quality Enhancement Unit (QEU) within the N.C. Department of Transportation. The primary objective is to provide direct assistance in the area of project management and project implementation tasks as it pertains to conducting process improvement workshops, management studies and/or organizational assessments.

**Major Tasks:** The position will assist with project planning; project scoping, to include research, interviewing, synthesis and analysis; conducting workshops and/or assessments; development of recommendations to support findings; development of performance metrics; action planning; and development of change management/communication strategies. Activities may include identifying critical sub-processes, interviewing stakeholders, and drafting management studies for potential implementation.

**Final Product or Outcome:** The intern will develop professionally while assisting with the accomplishment of activities related to unit projects. The intern will gain knowledge of the Department's organization, unit inputs/outputs, processes, and process improvement methodologies.

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## REVENUE (*continued*)

### #127 (1) Raleigh

#### **Financial/Tax Service Graduate Intern**, Financial Services

**Major(s):** *Accounting, Economics, Finance, Mathematics, Statistics; Graduate student preferred*

**Project Objective:** To assist the Department of Revenue Financial/Tax Services Division in a number of areas while gaining valuable work experience with Revenue information systems; tax and revenue initiatives; analysis; reporting; and General Assembly activities and law changes.

**Major Tasks:** Review Revenue/Financial systems designs while making suggestions in processes. Documentation, compilation, computation, and preparation of written reports and recommendations. Review and track General Assembly activities and law changes.

**Final Product or Outcome:** Process recommendations; financial and statistical reports; analysis and reviews.

## Helpful Tips for Cover Letters and Resumes

### Before you apply for an internship or job:

- Be sure your outgoing voicemail message sounds professional. You should state your name or phone number and little else. Avoid songs, impersonations, political or religious messages or jokes.
- Your email address should be your name, initials and/or numbers. Clever or cute email addresses can convey a lack of professionalism. Addresses such as cutepuppies@, peacedolphins@, grrlpower@, genius2004@, or beautifulgoddess@ do your application a significant disservice.
  - Use an email account from your school or sign up for a free email service (such as yahoo or hotmail) that will accommodate a more professional address. You may wish to use a separate email account for your internship/job search to keep organized.
  - Check your email regularly and make sure that the mailbox is not so full that it rejects new mail. Also check your "junk" or "spam" email folders periodically in case your email filters some important emails. Employers increasingly rely on email for communication.

### Cover Letter

- A cover letter is a standard career development tool and its importance cannot be overstated. You should include a cover letter every time you submit a resume for a job application, even if you are sending it electronically. Visit with a career counselor at your campus career center for information, examples and personal assistance.
- Your cover letter should be in business letter format; it should always include your return address, the date, recipient's information (if available), greeting, text body, closing and signature. It should generally be limited to one page.
- The body of the letter is generally comprised of three or four paragraphs:
  - The first paragraph states the position(s) for which you are applying and your general qualifications, and may also include personal contacts you have in the organization (as appropriate).
  - The second and possibly third paragraph explains your qualifications and experience, *as they relate to the position for which you are applying*. Avoid simply recapping your resume; tailor the information to the position.
  - The final paragraph requests an interview (if appropriate, not necessary for this internship program), tells the reader how to get in touch with you, states that you will be following up proactively, and thanks the reader for her/his time and attention.
- The tone should be cordial and professional. Avoid sounding informal or overly familiar.
- Use a standard font, such as Times New Roman or Arial, in 11 or 12 point.

- Always sign your letter by hand. Your signature belongs above your typed name at the end of the letter.
  - When an employer requests email submission of the cover letter and resume, include your cover letter text in the body of the email AND as an attachment. Leave the signature space blank or include your personal signature as a scanned picture file.
- Check, recheck, and triple check your grammar, diction and spelling. Utilize your computer's spell check, but do not rely on it exclusively. It will not point out if you mistake "ridged" for "rigid," for example.
- Ask a career services advisor or other trusted member of the career world to look over your cover letter.
- Examples of cover letters and additional advice are available at the following sites\*:  
<http://www.internweb.com/top7.asp>  
<http://jobstar.org/tools/resume/clet-ex.php>

## Resume

- Always list your name and contact information, clearly, in large font, at the top of the resume and each subsequent page. This includes your name, address, phone number/s, and email address.
- Resumes for job seekers just out of college are generally one page long. You can exceed this limit as long as the information given is clear, concise and relevant.
- Titling your resume "Resume" is redundant and may appear unprofessional.
- Experts disagree about the importance of stating a career "Objective" on your resume.
  - Many employers assume that obtaining the applied-for job is your objective and would prefer you use the extra space for highlighting your skills and experience in those sections.
  - Other experts assert that inclusion of an objective demonstrates goal-orientation and focus. If you do list an objective, make it clear, concise and relevant; use it to grab attention and create impact.
  - An objective should convey mutual benefit to you and the employer, not just state that you are seeking a job. This approach gives you an opportunity to highlight your main skills or specialty of interest.
- Use creative/custom headers aside from the usual "Work Experience" to categorize your work, volunteer activities, campus activity and/or internship experiences on the resume. More specific headers grab your reader's attention and can help you to stand out from the crowd.
- Your interests or hobbies are irrelevant and in most cases do not belong on your resume.



- Do not include references or the line "References available upon request" on your resume. There is no need to do so; employers assume you have them and will ask for them when it becomes relevant.
- Do not attach a photograph or include personal information such as marital status, date of birth, religious or political affiliations, etc., on your resume. It is generally unlawful for employers to request such information and providing it may appear unprofessional.
- Further resume advice and formatting ideas are available at the following sites\*:  
<http://www.jobweb.com/Resume/help.aspx?id=274>  
<http://career-advice.monster.com/resumes-cover-letters/resume-writing-tips/jobs.aspx>

*\* Suggested web sites are not associated with the N.C. State Government Internship Program and their content does not necessarily reflect the opinions or attitudes of the program or its affiliates.*

## Keys to Success

Employers in North Carolina government agencies assume that interns will meet certain expectations. These expectations may vary by agency, but the following are generally accepted as standard for the North Carolina State Government Internship Program.

### GENERAL PROGRAM EXPECTATIONS

- Attend the program orientation and enrichment activities
- Complete the 10-week project
- Complete and submit timesheets by indicated deadlines
- If applicable, meet guidelines for academic credit at your home institution

### STARTING OUT AT THE AGENCY

- Make a good first impression and dress appropriately for the job
- Be prompt and assume responsibility for regular attendance
- Research and respect agency policies

### DEVELOPING A PRODUCTIVE INTERNSHIP EXPERIENCE

- Complete tasks in a reasonable amount of time
- Be culturally competent; adjust to a variety of circumstances and people
- Ask for guidance, share ideas and express concerns
- Seek additional responsibilities and challenges
- Reflect upon what you are learning and be open to evaluation
- Complete internship program evaluation

The Internship Coordinator is available to you for information and support, from the application process through the internship and beyond. If you have questions, concerns or special situations, feel free to contact Lisa Flint-Morris, Internship Coordinator. Lisa can be reached at (919) 807-4400 or [lisa.flint@doa.nc.gov](mailto:lisa.flint@doa.nc.gov).

Best of luck in the selection process!